

# **YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**



## **RULES**

**2026**

# YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED

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# YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED

## RULES

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**RULES**  
**of the**  
**YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**

**1. NAME**

- 1.1. The name of the incorporated association is Yarra Junior Football League Incorporated.

**2. PURPOSES**

- 2.1. The purposes of the League are to encourage, promote, control, arrange and develop the playing of Australian Rules Football by and between its Member Clubs and their Registered Players, in an enjoyable, educational, vibrant, competitive environment.

**3. FINANCIAL YEAR**

The financial year of the League is each period of 12 months ending on 31 October.

**4. DEFINITION AND INTERPRETATION**

- 4.1. In these Rules, unless the contrary intention appears:

"Act" means the Associations Incorporation Reform Act 2012 (Vic) and the associated Regulations.

"Aggrieved Person" means a Member, Registered Player or Official who is required in accordance with Rule 8 to show cause why they should not be expelled from the League.

"Annual General Meeting" means a meeting as referred to in Rule 15.

"Appeals Board" means the Appeals Board appointed in accordance with Rule 24.1.

"Applicant Club" means any junior football club seeking to participate in matches organised by the League.

"Associate of a Registered Player" means a relative, guardian or caregiver of a Registered Player.

"Auditor" means the auditor appointed by the League to audit the League's accounts.

"Board" means the Committee having management of the business of the League in accordance with Section 42 of the Act.

"Board Member" means a member of the Board as elected in accordance with Rule 11 or appointed in accordance with Rule 12.

"Books and Records of the League" mean the records and other documents, however compiled, recorded, or stored, that relate to the incorporation and management of the League and includes the following—

- 4.1.1. its membership records.
- 4.1.2. its financial statements.
- 4.1.3. its financial records.
- 4.1.4. records and documents relating to transactions, dealings, business, or property of the League.

"By-Laws" means the By-Laws of the League.

"Chief Executive Officer" means a person appointed in accordance with Rule 19.1.

"Club Director" means a person nominated by a Member Club and approved by the Board in accordance with Rule 5.10.

"Complaint" means a Complaint lodged with the Chief Executive Officer in accordance with Rule 22.1

"Conduct Investigation Tribunal" means the Conduct Investigation Tribunal appointed in accordance with Rule 21.1.

"Dispute" means a dispute as prescribed in Rule 9.1.

"Expulsion Resolution" means an Expulsion Resolution made by a Special General Meeting in accordance with Rule 8.

"Independent Tribunal" means the Independent Tribunal appointed in accordance with Rule 23.1.

"Investigation Officer" means the person whom the Chief Executive Officer has instructed to compile a Report of the investigation of a Complaint in accordance with Rule 22.7.

"Judicial Panel" means the panel appointed in accordance with Rule 19.6.

"League" means The Yarra Junior Football League Incorporated.

"Life Member" means a person nominated and approved in accordance with Rule 5.15.

"Member" means a member of the League.

"Member Club" means a junior football club affiliated with the League whose application for Membership has been approved in accordance with Rule 5.

"Official" includes a person acting on behalf of a Member Club in relation to any match approved or controlled by the League or any elected office bearer of the Member Club.

"Registered Player" means a person registered by the League to participate in matches approved or controlled or organized by the League.

"Registrar" means the Registrar of Incorporated Associations.

"Regulations" means regulations under the Act.

"Report" means a report made by a League appointed Umpire of matches controlled or authorised by the League concerning the conduct of a Registered Player or Official before, during or after any match.

"Respondent" means a Registered Player, Official, Member Club and/or supporter of a Member Club, the Board and/or the League against whom a Complaint or Report has been lodged in accordance with Rule 22.1.

"Season" means the time from the commencement of the first matches played in accordance with the League's fixture for each division until the completion of all final series matches in a calendar year.

"Show Cause Board Meeting" means a Show Cause Board Meeting in accordance with Rule 8.

"Show Cause Resolution" means the resolution of the Board to call a Show Cause Board Meeting in accordance with Rule 8.

"Special General Meeting" means a meeting as referred to in Rule 16.1 and/or Rule 16.3.

4.2. In these Rules unless the contrary intention appears:

4.2.1. Words importing any gender include all other genders.

4.2.2. The word "person" includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority.

4.2.3. A reference to an organisation includes a reference to its successors.

4.2.4. The singular includes the plural and vice versa.

4.2.5. A reference to a law includes regulations and instruments made under it.

4.2.6. A reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or provision, whether by a State or the Commonwealth or otherwise.

4.2.7. Where, by a provision of these Rules, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmission or in any other manner approved by the Board.

4.2.8. "Writing" and "written" includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise.

4.2.9. An expression in a provision of these Rules which deals with a matter within a particular provision of the Act, has the same meaning as in that provision of the Act.

- 4.2.10. Headings are inserted for convenience and do not affect the interpretation of these Rules.
- 4.2.11. The words “include”, “includes”, “including” and “for example” are not to be interpreted as words of limitation; and
- 4.2.12. A power, authority or discretion reposed in a Board Member, the Board, a Sub-Committee, the League in General Meeting, or the Chief Executive Officer may be exercised at any time and from time to time.

## **5. MEMBERSHIP**

5.1. The League shall consist of the following Members:

- 5.1.1. Member Clubs (pursuant to Rule 5.3).
- 5.1.2. Members of the Board (pursuant to Rule 5.14); and
- 5.1.3. Life Members (pursuant to Rule 5.15).

### **Member Clubs**

- 5.2. A Member Club must be an independent junior football club incorporated pursuant to the Act or be a company incorporated pursuant to the Corporations Act 2001
- 5.3. Each Member Club listed in Schedule 1 is a Member Club.
- 5.4. Each Member Club is a Member of the League.
- 5.5. Each Member Club in order to maintain its entitlement to membership must make do and punctual payment of all affiliation fees payable under these Rules or enter into and comply with a financial arrangement as approved by the Board from time to time.

### **Applicant Clubs**

- 5.6. Any Applicant Club seeking to participate in the competitions conducted by the League must satisfy the Board by August 31 of the year before wishing to join that:
  - 5.6.1. It is incorporated pursuant to the Act or is a company incorporated pursuant to the Corporations Act 2001.
  - 5.6.2. It will be able to field at least one junior team in any age division.
  - 5.6.3. Its facilities and financial circumstances are of a standard acceptable to the Board.
  - 5.6.4. Its name and uniform are acceptable to the Board or will be altered to a uniform acceptable to the Board.
  - 5.6.5. It was a financial member for the previous seasons of the previous league or association with which it was affiliated (if applicable).
  - 5.6.6. It supports the purposes of the League and agrees to comply with these Rules.

- 5.6.7. It is willing to pay an acceptance fee (if any) as determined by the Board.
- 5.6.8. May make a written application to the Chief Executive Officer of the League for membership as a Member Club in the form of Schedule 2.
- 5.6.9. As soon as is practicable after the receipt of an application the Chief Executive Officer shall refer the application to the Board.
- 5.6.10. On an application being referred to the Board, the Board shall determine whether to approve or to reject a nomination.
- 5.6.11. On an application being approved by the Board the Chief Executive Officer shall with as little delay as possible notify the Club in writing that it is approved for membership of the League and request payment within the period of 28 days after receipt of the notification of any sum payable under these Rules as an entrance fee and the first-year annual subscription.
- 5.6.12. The Chief Executive Officer shall on payment of the amounts referred to in Rule 5.6.11 within the period referred to in Rule 5.6.11 enter the name of the Club in the register of the Member Clubs kept by them and on the name being so registered the Club becomes a member of the League.
- 5.6.13. No reason need be given for rejection of an application pursuant to Rule 5.6.8.

### **Rights and Obligations of Member Clubs**

- 5.7. A Member Club of the League who is entitled to vote has the right—
  - 5.7.1. to receive notice of Annual and Special General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules.
  - 5.7.2. to submit items of business to the Board for consideration at a Special General Meeting.
  - 5.7.3. to attend and be heard at Annual and Special General Meetings.
  - 5.7.4. to vote at an Annual and Special General Meeting.
  - 5.7.5. to have access to the minutes of Annual and Special General Meetings and other documents of the League in accordance with Rule 29; and
  - 5.7.6. to inspect the register of Members.
- 5.8. A Member Club is entitled to vote if the Member Club's membership rights are not suspended for any reason.
- 5.9. Each Member Club shall be entitled to nominate one person as its representative at Annual and Special General Meetings who must be an office holder of the Member Club, or such other person authorised in writing by the Member Club and approved by the Chief Executive Officer.
- 5.10. A Member Club must notify the Chief Executive Officer of its Club Director, Office Bearers, and Registration Secretary. This notification shall be in the form of Schedule 3

and lodged with the League on or before 15 December for the next year. Failure to lodge the form in accordance with this Rule may give rise to a fine at the discretion of the Chief Executive Officer.

5.11. A Member Club must be represented by one person at all Annual and Special General Meetings.

5.12. Each Member Club, as Member of the League, agrees to be bound by the Rules, By-Laws, policies, determinations, and decisions of the League for itself, its Officials and Registered Players.

### **Board Members**

5.13. The members of the Board from time to time shall be members of the League for such time only as they hold office.

### **Life Members**

5.14. The Board in each Financial Year may appoint for life membership of the League up to two persons who have rendered outstanding service to the League in accordance with the Life Membership Guidelines.

5.15. All Life Members shall be entitled to:

5.15.1. A suitably inscribed medallion.

5.15.2. Such other benefits as the Board may determine.

## **6. REGISTER OF MEMBERS**

6.1. The Chief Executive Officer shall keep and maintain a register of Members in which shall be entered the name and address of each Member of the League. The register shall be available for inspection by all Members upon request to the Chief Executive Officer.

6.2. Each Member Club shall within fourteen days of a change of its board or Club Director taking place notify the Chief Executive Officer of any such change.

## **7. AFFILIATION FEE**

7.1. The Board may from time to time determine:

7.1.1. The entrance fee payable (if any) by an Applicant Club for membership.

7.1.2. The annual subscription fee payable by a Member Club.

## **8. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS**

8.1. Subject to these Rules, in respect of any matter not expressly dealt with in the By-Laws, if the Board reasonably suspects that a Member, Registered Player or Official has:

8.1.1. refused or neglected to comply with these Rules.

8.1.2. been found guilty of conduct unbecoming of a Member, Registered Player or Official; and/or

8.1.3. engaged in conduct prejudicial to the interests of the League.

the Board may refer the matter to mediation under Rule 9 or resolve to proceed under this Rule and resolve to:

8.1.4. fine that Member, Registered Player or Official; and/or

8.1.5. suspend that Member, Registered Player or Official from membership of the League or from participation in matches conducted by the League for a specific period; and/or

8.1.6. call a Show Cause Board Meeting to allow an Aggrieved Person to show cause why they should not be expelled from the League; and/or

8.1.7. deduct match points from that Member Club; and/or

8.1.8. disqualify that Member Club, Registered Player or Official from one or more home-and-away and/or finals matches and award the match/es to the opposing team.

8.2. A Show Cause Board Meeting must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Aggrieved Person in accordance with sub-rule 8.3.

8.3. The Chief Executive Officer must, as soon as practicable, cause to be given to the Aggrieved Person a written notice specifying:

8.3.1. the Show Cause Resolution and the grounds on which it is based; and

8.3.2. the right of the Aggrieved Person or their representative (such representative must not have any legal qualifications) to address the Board at a Show Cause Board Meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to the Aggrieved Person; and

8.3.3. the date, place, and time of the Show Cause Board Meeting; and

8.3.4. that the Aggrieved Person may -

8.3.4.1. attend the Show Cause Board Meeting with or without a representative.

8.3.4.2. give to the Board before the date of the Show Cause Board Meeting a written statement showing cause why they should not be expelled.

8.3.5. that, if the Board at the Show Cause Board Meeting resolves to expel the Aggrieved Person from the League, the Aggrieved Person may not later than 48 hours after that Show Cause Board Meeting give the Chief Executive Officer a notice to the effect that they wish to appeal to the League in Special General Meeting against the resolution.

- 8.4. At a Show Cause Board Meeting the Board must-
  - 8.4.1. give the Aggrieved Person or their representative, an opportunity to be heard; and
  - 8.4.2. give due consideration to any written statement submitted by the Aggrieved Person; and
  - 8.4.3. determine by resolution whether to expel the Aggrieved Person.
- 8.5. If the Board at the Show Cause Board Meeting resolves to make an Expulsion Resolution to expel the Aggrieved Person from the League the Aggrieved Person may, not later than 48 hours after the Show Cause Board Meeting, give the Chief Executive Officer a notice of appeal to the League in Special General Meeting against the Expulsion Resolution.
- 8.6. An Expulsion Resolution takes effect 48 hours after the Show Cause Board Meeting unless the Aggrieved Person gives a notice of appeal in accordance with Rule 8.5.
- 8.7. If the Chief Executive Officer receives a notice of appeal in accordance with Rule 8.5, they must notify the Board and the Board must convene a Special General Meeting to be held within 21 days after the date on which the Chief Executive Officer received the notice of appeal.
- 8.8. At a Special General Meeting convened under Rule 8.7:
  - 8.8.1. No business other than the question of the appeal may be considered.
  - 8.8.2. The resolution to be put to the Special General Meeting shall be: "That the Expulsion Resolution be revoked."
  - 8.8.3. The Board may place before the meeting details of the grounds for the Show Cause Board Meeting and the reasons for the passing of the Expulsion Resolution.
  - 8.8.4. The Aggrieved Person or their representative, must be given an opportunity to be heard.
  - 8.8.5. The nominated representative of each Member Club present and entitled to vote under these Rules must vote by secret ballot on the question of whether the Expulsion Resolution should be revoked; and
  - 8.8.6. The resolution (that the Expulsion Resolution be revoked) shall be approved if two thirds or more of the Member Clubs present and entitled to vote under the Rules, vote in favour of the resolution.
- 8.9. The nominated representative of a Member Club in accordance with Rule 5.9 is entitled to one vote at a Special General Meeting convened under Rule 8.7 and must vote in person. Proxy votes shall not be allowed.

## 9. DISPUTES AND MEDIATION

- 9.1. The grievance procedure set out in this Rule applies to disputes under these Rules between—
- 9.1.1. a Member, Registered Player or Official and another Member.
  - 9.1.2. a Member and the League, other than a dispute in relation to grading in accordance with the By-Laws; or
  - 9.1.3. a Member Club and a Registered Player or Official of that Member Club, where the Member Club has referred the dispute to the League.
- 9.2. A Member must not initiate a grievance procedure in relation to a matter that:
- 9.2.1. is or has been the subject of a Show Cause Board Meeting or a Special General Meeting in accordance with Rule 8.
  - 9.2.2. is the subject of any other disciplinary conduct procedure in accordance with Rule 8.1 until that disciplinary procedure has been completed; or
  - 9.2.3. is or has been the subject of a Conduct Investigation Tribunal hearing, an Independent Tribunal hearing, or an Appeals Board hearing in accordance with Rules 21, 23 or 24 respectively.

### Parties must attempt to resolve the dispute

- 9.3. The parties to a Dispute must attempt to resolve the Dispute between themselves within 14 days of the Dispute coming to the attention of each party.

### Appointment of mediator

- 9.4. If the parties to a Dispute are unable to resolve the Dispute between themselves within the time required by Rule 9.3, the parties must within 10 days—
- 9.4.1. notify the Board of the Dispute; and
  - 9.4.2. agree to or request the appointment of a mediator; and
  - 9.4.3. attempt in good faith to settle the Dispute by mediation.
- 9.5. The mediator must be—
- 9.5.1. a person chosen by agreement between the parties; or
  - 9.5.2. in the absence of agreement—
    - 9.5.2.1. if the Dispute is between a Member, Registered Player or Official and another Member—a person appointed by the Board.
    - 9.5.2.2. if the Dispute is between a Member Club and a Registered Player or Official of that Member Club – a person appointed by the Board; or

- 9.5.2.3. if the Dispute is between a Member and the Board or the League— a person appointed or employed by the Dispute Settlement Centre of Victoria.

9.6. A mediator appointed by the Board may be a member or former Member of the League but in any case, must not be a person who—

- 9.6.1. has a personal interest in the Dispute; or
- 9.6.2. is biased in favour of or against any party.

### **Mediation process**

9.7. The mediator to the Dispute, in conducting the mediation, must—

- 9.7.1. give each party every opportunity to be heard; and
- 9.7.2. allow due consideration by all parties of any written statement submitted by any party; and
- 9.7.3. ensure that natural justice is accorded to the parties throughout the mediation process.
- 9.7.4. The mediator must not determine the Dispute.

### **Failure to resolve dispute by mediation**

9.8. If the mediation process does not resolve the Dispute, either party may refer the unresolved Dispute to the Conduct Investigation Tribunal for determination in accordance with the procedure set out in the Rules.

## **10. THE BOARD**

10.1. The affairs of the League shall be managed by the Board, which shall comprise:

- 10.1.1. A President (appointed from the Board by the Board).
- 10.1.2. A Vice President (appointed from the Board by the Board); and/
- 10.1.3. Six Board Members.

10.2. The Board, in addition to any specific powers in these Rules:

- 10.2.1. shall control and manage the business and affairs of the League.
- 10.2.2. shall, subject to these Rules, and the Act, have power to perform all such acts and things as appear to the Board to be necessary for the proper management of the business and affairs of the League.
- 10.2.3. shall have power to discipline, fine, suspend or expel a Member Club, Official or Registered Player in such manner as is provided for in these Rules or the By-laws.
- 10.2.4. shall exercise its powers as it deems appropriate in relation to:

- 10.2.4.1. any matter coming to its knowledge which it considers may not be in the best interests of the League; or
- 10.2.4.2. any matter referred to it by the Tribunal, Conduct Investigation Tribunal or Appeals Board.
- 10.2.5. shall only be entitled to vote at Board meetings and shall not have voting rights at Annual and Special General Meetings or other League Meetings.
- 10.2.6. may make, amend, substitute or cancel such By-Laws as the Board considers necessary for the League to implement from time to time.
- 10.2.7. may delegate specified powers and responsibilities, set out in the By-Laws, to such committees the Board considers appropriate, provided that such committees shall not have any power of delegation.

### **General Duties**

- 10.2.8. as soon as practicable after being elected or appointed to the Board, each Board Member must become familiar with these Rules and the Act.
- 10.2.9. the Board is collectively responsible for ensuring that the League complies with the Act and that individual Board Members comply with these Rules.
- 10.2.10. Board Members must exercise their powers and discharge their duties with reasonable care and diligence.
- 10.2.11. Board Members must exercise their powers and discharge their duties—
  - 10.2.11.1. in good faith in the best interests of the League; and
  - 10.2.11.2. for a proper purpose.
- 10.2.12. Board Members and former Board Members must not make improper use of—
  - 10.2.12.1. their position; or
  - 10.2.12.2. information acquired by virtue of holding their position.

so as to gain an advantage for themselves or any other person or to cause detriment to the League.
- 10.2.13. in addition to any duties imposed by these Rules, the Board must perform any other duties imposed from time to time by resolution at a General Meeting.

## **Call in Power**

### 10.3. Before any:

- 10.3.1. sub-committee of the Board.
- 10.3.2. Independent Tribunal.
- 10.3.3. Appeals Board; or
- 10.3.4. Conduct Investigation Tribunal

established under these Rules or under the By-Laws makes a decision in respect of any matter referred to it in accordance with the Rules or By-Laws, the Board may direct the relevant sub-committee, Tribunal, Appeals Board or Conduct Investigation Tribunal to refer the matter to it for determination if it appears to the Board: -

- 10.3.5. the matter raises a major issue of policy in relation to the activities of the League and the determination of the matter may have a substantial effect on the affairs of the League and/or any of its members; or
- 10.3.6. any decision on the matter has been unreasonably delayed or is otherwise disadvantaging one of the parties or the consideration of the matter by the Board would better facilitate the League in controlling and managing the affairs of the League.

10.4. In response to any such direction, the relevant sub-committee, tribunal, or board must comply with the direction without delay and must not proceed further with the matter itself.

10.5. Upon directing that the matter be referred to it, the Board shall be entitled to exercise the power of the relevant sub-committee, tribunal or board and shall adopt the procedures set out in these Rules or the By-Laws applicable to that sub-committee, tribunal, or board.

10.6. Upon the Board deciding in respect of a matter referred to it for determination from a sub-committee, the Independent Tribunal or the Conduct Investigation Tribunal, a Member has the same rights of appeal as if the decision had been made by the sub-committee, Independent Tribunal or Conduct Investigation Tribunal.

10.7. Subject only to Rule 10.6, any decision made by the Board in respect of a matter referred to it for determination shall be final and binding.

## **11. ELECTION OF THE BOARD MEMBERS**

### 11.1. Nominations of candidates for election as members of the Board: -

- 11.1.1. shall be made in writing (in the form of Schedule 4), nominated by a Member Club, and seconded by a current Board Member and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- 11.1.2. shall be delivered to the Chief Executive Officer not less than 14 days before the date fixed for the holding of the Annual General Meeting.

- 11.2. If insufficient nominations are received to fill all vacancies of the Board, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 11.3. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 11.4. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 11.5. The ballot for the election of members of the Board shall be conducted at the Annual General Meeting in such usual and proper manner as the Board may direct.
- 11.6. No person can be nominated for election to a position in the Board if they hold a decision-making position in any Member Club.

## 12. **BOARD MEMBER ROTATION AND VACANCY**

- 12.1. The office of a member of the Board shall become vacant if a member of the Board: -
  - 12.1.1. submits their resignation in writing to the Chief Executive Officer.
  - 12.1.2. dies or becomes physically or mentally incapacitated to an extent which interferes with the performance of their duties as a Board member, or.
  - 12.1.3. is absent without approval from meetings of the Board for more than 3 consecutive meetings.
- 12.2. In the event of a casual vacancy by any Board member the Board may appoint a competent person to fill the vacancy who shall hold office subject to these Rules until the conclusion of the Annual General Meeting next following the date of appointment.
- 12.3. At the Annual General Meeting in 2022 and at each subsequent Annual General Meeting.
  - 12.3.1. Two Board Members must retire from office.
  - 12.3.2. The two Board Members to retire must be the two Board Members who have been longest in office as a Board Member. As between persons who have served as Board Members for the same period, the person to retire must be determined by lot, unless they otherwise agree among themselves.
  - 12.3.3. A retiring Board Member may nominate for re-election.
- 12.4. A retiring Board Member holds office until the end of the meeting at which that Board Member retires.

### 13. PROCEEDINGS AT BOARD MEETINGS

- 13.1. The Board shall meet at least 3 times in each Financial Year at such times as the Board may determine.
- 13.2. Special meetings of the Board may be convened by the President whenever they think fit to convene a meeting of the Board or by any four members of the Board.
- 13.3. The ordinary business of the Board meeting shall be determined by the President.
- 13.4. Notice shall be given to members of the Board of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 13.5. Any four members of the Board personally present shall constitute a quorum for the transaction of the business of a meeting of the Board.
- 13.6. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 13.7. At meetings of the Board: -
  - 13.7.1. the President or in their absence the Vice-President shall preside, or.
  - 13.7.2. if the President and the Vice-President are absent, such one of the remaining members of the Board as may be chosen by the members of the Board present shall preside.
- 13.8. Questions arising at a meeting of the Board or of any sub-committee appointed by the Board shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 13.9. Each member present at a meeting of the Board (including any person presiding at the meeting) shall be entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 13.10. Written notice of each meeting of the Board shall be given to each member of the Board by delivering it to them at their usual or last known place of abode or place of employment at a reasonable time before the meeting or by sending it by email addressed to them at their usual or last known email address at least one business day before the date of the meeting.
- 13.11. Subject to the preceding sub-rules of this Rule the Board may act notwithstanding any vacancy on the Board provided their numbers are sufficient to maintain a quorum at Board meetings.
- 13.12. No Board Member shall be represented at any meeting of the Board by a proxy.
- 13.13. The minutes of each Board meeting shall be minuted by the Chief Executive Officer and shall be tabled, and copies forwarded to all Board Members.

## **14. PRESIDENTS AND/OR CLUB DIRECTORS MEETINGS**

- 14.1. The President of the Board and/or the Chief Executive Officer must convene at least 3 meetings per year of the Presidents and/or Club Directors of each Member Club on dates of their choosing.
- 14.2. The President and/or the Club Director of a Member Club may attend a meeting of Presidents and Club Directors of Member Clubs in accordance with Rule 14.1 but, if any vote is required, each Member Club shall have one (1) vote only.
- 14.3. A Club Director must be competent and authorised to act on behalf of the Member Club.
- 14.4. Subject to Rule 6.2, a Club Director shall retain office until the next Annual General Meeting.
- 14.5. The ordinary business of a meeting of the Presidents and/or Club Directors shall be determined by the President of the Board and/or Chief Executive Officer and must include: -
  - 14.5.1. confirmation of the minutes of the last proceeding meeting of the Presidents and Club Directors.
  - 14.5.2. receiving from the Board or the Chief Executive Officer reports on the current financial status of the League.
  - 14.5.3. discussion of items on the agenda for the meeting distributed by the Chief Executive Officer which may include items requested by a President and/or Club Director and approved by the Chief Executive Officer before the meeting.
- 14.6. Minutes of each meeting of the Presidents and/or Club Directors shall be prepared and sent promptly to all Member Clubs.

## **15. ANNUAL GENERAL MEETING**

- 15.1. The Annual General Meeting of the League shall be held no later than 20 December each year. The Board will determine the date, time, and place of the Annual General Meeting.
- 15.2. The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting of the League.
- 15.3. The ordinary business of the Annual General Meeting shall be:
  - 15.3.1. to confirm the minutes of the previous Annual General Meeting and of any general meeting held since that meeting; and
  - 15.3.2. to receive from the Board reports upon the transactions of the League during the last preceding financial year; and
  - 15.3.3. to elect members of the Board; and
  - 15.3.4. to receive and consider the statements submitted by the League in accordance with section 100 (1) of the Act.

- 15.4. The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
- 15.5. The Annual General Meeting shall be in addition to any Special General Meetings that may be held in the same year.
- 15.6. When any election provided for at the Annual General Meeting does not take place.
  - 15.6.1. such election shall be dealt with at the next Special General Meeting; and
  - 15.6.2. If that election may affect the composition of the Board, the previous Members of the Board shall be entitled to continue to act.

## 16. **SPECIAL GENERAL MEETINGS**

- 16.1. The Chief Executive Officer shall convene a Special General Meeting of the League as follows:
  - 16.1.1. from time to time upon the direction of the Board.
  - 16.1.2. upon receipt by the Chief Executive Officer of a written request of at least 10 Member Clubs to convene a Special General Meeting of the League.
  - 16.1.3. in accordance with Rule 8.7; or
  - 16.1.4. in accordance with Rule 17.3.
- 16.2. A request for a Special General Meeting under Rule 16.1.2 must:
  - 16.2.1. state the objectives of the meeting.
  - 16.2.2. be signed on behalf of the Member Clubs requesting the meeting; and
  - 16.2.3. be delivered to the offices of the League.
- 16.3. If the Chief Executive Officer does not cause a Special General Meeting to be held within one month after the date on which a request under Rule 16.1.2 is received by the Chief Executive Officer, the person or persons making the request or any of them, may convene a Special General Meeting to be held not less than 3 months after that date.
- 16.4. A Special General Meeting convened under Rule 16.1.2 shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board and all reasonable expenses incurred in convening the meeting shall be refunded by the League to the persons incurring the expenses.

## **17. NOTICE OF ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS**

- 17.1. The Chief Executive Officer shall, at least 28 days before the date fixed for convening of an Annual General Meeting, cause to be sent to each Member of the League at each Member's address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 17.2. The Chief Executive Officer shall, at least 7 days before the date fixed for convening of a Special General meeting, cause to be sent to each Member of the League at each Member's address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 17.3. The Chief Executive Officer shall, at least 3 days before the date fixed for convening of an emergency Special General Meeting, cause to be sent to each member of the League at each Member's address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 17.4. No business other than that set out in the notice convening the meeting shall be transacted at any Annual or Special General Meeting.
- 17.5. A Member intending to bring any business before a meeting must notify the Chief Executive Officer of that business in writing, and the Chief Executive Officer must include that business in the notice calling the next Special General Meeting.
- 17.6. Any items for business at the Annual General Meeting, including alterations to the Rules, must be notified in writing to the Chief Executive Officer not less than 30 days before the date of the Annual General Meeting.

## **18. QUORUM AND PROCEDURE AT SPECIAL AND ANNUAL GENERAL MEETINGS**

- 18.1. No item of business may be conducted at an Annual or Special General Meeting unless a quorum of Members or their representatives entitled to vote under these Rules is present at the time the meeting is considering that item.
- 18.2. Fifty per cent (50%) of the authorised representatives of the Member Clubs personally present shall constitute a quorum for the transaction of the business at the Annual General Meeting.
- 18.3. Fifty per cent (50%) of the authorised representatives of the Member Clubs personally present shall constitute a quorum for the transaction of business at any Special General Meeting.
- 18.4. The President of the League shall preside as Chairperson at each Annual or Special General Meeting of the League.
- 18.5. If the President is absent from any Annual or Special General Meeting, the Vice President shall preside as Chairperson of the meeting. If both the President and the Vice President are absent from an Annual or Special General Meeting, the Chief Executive Officer shall preside as Chairperson of the meeting.

- 18.6. If within half an hour after the appointed time for the commencement of an Annual or Special General Meeting, a quorum is not present, the meeting, if convened upon the requisition of Club Directors, shall be dissolved and in any other case shall stand adjourned to a time and place determined and announced by the Chairperson.
- 18.7. The Chairperson of an Annual or Special General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 18.8. Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting shall be given as in the case of an Annual or Special General Meeting.
- 18.9. Except as provided in Rule 18.8, it is not necessary to give notice of an adjournment or of the business to be transacted at the adjourned meeting.
- 18.10. A question or motion arising at an Annual or Special General Meeting of the League, except as otherwise provided in these Rules, shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll or ballot is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the League, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the question or motion.
- 18.11. If at an Annual or Special General Meeting a poll or ballot on any question is demanded by a Member, it shall be taken at the time and in such manner as the Chairperson may direct and the resolution of the poll or ballot shall be deemed to be a resolution of the meeting on that question or motion.
- 18.12. The Secretary of a Member Club must give notice in writing to the Chief Executive Officer that a substitute for a Club Director has been appointed for a particular meeting of the League. Any such substitute person attending without notice may be accepted with the consent of the Chief Executive Officer.
- 18.13. In the case of an equality of voting on a question or motion at an Annual or Special General Meeting, the Chairperson of the Meeting is entitled to exercise a casting vote.
- 18.14. A Club Director is not entitled to vote at an Annual or Special General Meeting if the Member Club that appointed the Club Director has not paid all debts more than \$5,000 (or such other sum as determined by the Board from time to time) due to the League for 60 days or more prior to the Annual or Special General Meeting, unless otherwise permitted by the Board.

**19. CHIEF EXECUTIVE OFFICER**

- 19.1. The Board may appoint a Chief Executive Officer for such term and on such conditions as it thinks fit.
- 19.2. The Chief Executive Officer may not be a Board Member or an Official of a Member Club.
- 19.3. The Chief Executive Officer shall be entitled to attend and debate at all meetings of the Board and any General Meeting but shall not be entitled to vote.
- 19.4. Subject to the Act, these Rules and any directions given by the Board, the Chief Executive Officer has power to perform all such things as appear necessary or desirable for the proper management and administration of the League in the attainment of its purposes.
- 19.5. The Chief Executive Officer shall be, during the currency of their appointment, the Secretary and Public Officer of the League.
- 19.6. The Chief Executive Officer shall appoint a Judicial Panel of 12 or more members who are to be available for appointment to preside at hearings of the Conduct Investigation Tribunal, Independent Tribunal and Appeals Board.
- 19.7. The Chief Executive Officer shall nominate from the Judicial Panel, Chairpersons to preside at hearings before the Conduct Investigation Tribunal, Independent Tribunal and Appeals Board.
- 19.8. The Board may appoint such other management staff as it deems necessary for such term, at such remuneration and upon such conditions as it thinks fit.
- 19.9. Management staff appointed pursuant to Rule 19.8 shall follow the directions of and report to the Chief Executive Officer.
- 19.10. The Chief Executive Officer may delegate any of their powers and/or duties to a Member of the Management staff.
- 19.11. Where these Rules provide that the Chief Executive Officer has a discretion in relation to a matter the decision of the Chief Executive Officer in relation to that matter is not subject to review.

**20. NOTICES**

- 20.1. Any notice required to be given to or served upon the League or Board shall be addressed to the Chief Executive Officer at the registered office of the League from time to time and shall be deemed to have been duly served:
  - 20.1.1. at the time personal service was effected on the Chief Executive Officer; or
  - 20.1.2. at the time of sending of any email.

20.2. Any notice by the League or Board to any Member, Registered Player or Official of a Member Club may be served:

20.2.1. personally.

20.2.2. by email.

and shall be deemed to have been duly served if addressed to the Secretary of the Member Club

20.2.3. in the case of personal service, the date it was received; and

20.2.4. and in the case of email at the time of the dispatch of the email.

20.3. Notwithstanding Rule 20.2, where a Member, Registered Player or Official has requested or agreed that any notice may be given to or served on them by electronic transmission, the League or Board may affect any notice by such means and such notice shall be deemed to be duly served at the time the transmission was affected.

## 21. **CONDUCT INVESTIGATION TRIBUNAL**

21.1. The Chief Executive Officer shall appoint a Conduct Investigation Tribunal.

21.1.1. To hear and determine any Complaint made by a Member Club, concerning the result of a match or any act, matter or thing involving any Registered Player, Member Club or Official.

21.1.2. To hear and determine any Complaint between a Member and the League.

21.1.3. To hear and determine any Complaint between a Member Club and a Registered Player or Official of that Member Club where the Member Club has referred the Complaint to the League for resolution.

21.1.4. To hear and determine any Report other than a Report which has been referred to the Independent Tribunal.

21.1.5. To hear and determine any matter referred to it by the Board or the Chief Executive Officer.

21.1.6. To conduct its hearing in the manner set out in the By-Laws.

21.2. The Conduct Investigation Tribunal shall comprise an Independent Chairperson who shall be appointed from time to time by the Chief Executive Officer and two persons from the Judicial Panel.

21.3. The Conduct Investigation Tribunal may, after consideration of the evidence put before it:

21.3.1. impose a Fine for breach on the Respondent up to a maximum of \$1,000 for each matter complained of.

21.3.2. reprimand a Respondent, or impose a Bond on the Respondent up to a maximum of \$1,000 upon any conditions it deems appropriate,

- 21.3.3. suspend the Respondent from participating in any match or event organized by the League for a specified period.
  - 21.3.4. determine the result of a disputed match; and/or
  - 21.3.5. recommend to the Chief Executive Officer that match points awarded to a Member Club in a relevant match be deducted.
- 21.4. The decision of the Conduct Investigation Tribunal shall be binding on any Registered Player, Member Club or Official.
- 21.5. The Conduct Investigation Tribunal shall notify the relevant Registered Player, Member Club or Official of the decision and penalties of each hearing.
- 21.6. The Conduct Investigation Tribunal shall cause to be published from time to time an outline of its procedures and the persons required and permitted to attend and give evidence in respect of its hearing.

## **22. COMPLAINTS, REPORTS, and INVESTIGATION**

- 22.1. A Complaint must be in writing and lodged with the Chief Executive Officer by no later than 4:00pm on the Wednesday following the date when the incident giving rise to the Complaint is alleged to have occurred. At the time of lodging the Complaint, the Complainant must provide copies of all relevant documents and a detailed description of the event and circumstances within the knowledge of the Complainant that gives rise to the Complaint.
- 22.1.1. The time for lodging a Complaint may be extended at the discretion of the Chief Executive Officer.

### **Bond**

- 22.1.2. In the case of a Member Club, Registered Player or Official, the Complainant must lodge a bond of \$500.00 with the office of the Chief Executive Officer when lodging the Complaint. In the case of the Complainant being a League registered umpire or member of the Umpires Board, the lodgement of a bond is not required. The bond may be returned to the Complainant upon resolution of the Complaint in accordance with the Rules and By-Laws except in the case where it is determined that the Complaint was frivolous or vexatious in which case the Chief Executive Officer in their unfettered discretion may retain whole or part of the bond.
- 22.2. The Complainant may request the Chief Executive Officer to deal with the Complaint in a certain manner and the Chief Executive Officer in their unfettered discretion may give due accord to the request.
- 22.3. If the Chief Executive Officer believes that the Complaint is frivolous, vexatious and/or made in bad faith, they may seek the approval of the Board or its delegated nominee to dismiss the Complaint.
- 22.4. If the Board or its delegated nominee approve the dismissal of the Complaint, the Chief Executive Officer must notify the Complainant within 2 business days that the Board believes that the Complaint is frivolous, vexatious and/or made in bad faith and that the Complaint will not be referred to any Tribunal.

- 22.5. If the Board or its delegated nominee does not approve the dismissal of the Complaint, they must instruct the Chief Executive Officer to investigate the Complaint in accordance with Rule 22.7 and/or refer the Complaint in accordance with Rule 22.10.
- 22.6. The Board is not required to provide reasons for its decision and any such decision is not subject to further review.
- 22.7. The Chief Executive Officer in their unfettered discretion may do all things necessary to investigate the circumstances giving rise to a Complaint or Report and may refer a Complaint or Report to the Investigation Officer with instructions to compile a report of the Investigation, including transcripts of all interviews, and submit the report to the Chief Executive Officer within seven (7) business days.
- 22.8. For the purposes of conducting an investigation under Rule 22.7, upon request from the Chief Executive Officer or the Investigation Officer, any person shall:
  - 22.8.1. Fully cooperate with the Chief Executive Officer or Investigation Officer.
  - 22.8.2. Truly answer any question asked by the Chief Executive Officer or Investigation Officer.
  - 22.8.3. Provide any document in that person's possession, power, or control relevant to the Investigation whether requested to do so or not by the Chief Executive Officer and/or Investigation Officer.
- 22.9. A person who fails to observe and comply with Rule 22.8 or who provides any information or has acted in a manner in any respect which is false or misleading or likely to mislead, shall be deemed to have been involved in conduct which is unbecoming or prejudicial to the interests of the League and shall be liable to a sanction as determined by the Chief Executive Officer in their unfettered discretion.
- 22.10. The Chief Executive Officer (or their Delegate) in their unfettered discretion may refer the Complaint or Report to:
  - 22.10.1. The Conduct Investigation Tribunal to be dealt with under Rule 21.
  - 22.10.2. The Independent Tribunal to be dealt with under Rule 23.
  - 22.10.3. Mediation to be dealt with under Rule 9.
- 22.11. If more than one Complaint or Report is referred to the Chief Executive Officer on substantially the same matter the Chief Executive Officer in their unfettered discretion may treat each subsequent Complaint or Report in the same manner as the initial Complaint or Report and shall inform the body to which the matters were referred of the new Complaint.
- 22.12. Subject to the unfettered discretion of the Chief Executive Officer in accordance with Rule 22.10, the Chief Executive Officer shall take all reasonable steps to bring the Complaint or Report to the attention of the Member, Registered Player and/or Official the subject of the Complaint or Report within 24 hours of receipt of the Complaint or Report
- 22.13. Subject to the unfettered discretion of the Chief Executive Officer in accordance with Rule 22.10, no later than 10 working days after receipt by the Chief Executive Officer

of the Complaint or Report the Chief Executive Officer shall convene a hearing into the Complaint or Report by the Conduct Investigation Tribunal, such hearing to take place at a time, date, and location at the discretion of the Chief Executive Officer. The Chief Executive Officer will take all reasonable steps to notify the parties involved of the time, date, and location of the meeting of the Conduct Investigation Tribunal.

## **23. INDEPENDENT TRIBUNAL**

23.1. The Chief Executive Officer shall appoint an Independent Tribunal:

23.1.1. to hear and determine any Report.

23.1.2. to hear and determine any other matter referred to it by the Board or Chief Executive Officer.

23.1.3. to conduct its hearing in the manner set out in the By-Laws at such times and places as it thinks fit.

23.2. Notwithstanding Rule 21.1.4 or Rule 23.1.1 the Chief Executive Officer has the unfettered discretion to refer the hearing and determination of a Report to the Conduct Investigation Tribunal if in the opinion of the Chief Executive Officer it would be appropriate to do so.

23.3. The Independent Tribunal shall comprise an independent Chairperson who shall be appointed from time to time by the Chief Executive Officer and two members from the Judicial Panel.

23.4. The Independent Tribunal may deal with any report or matter referred to it as it thinks fit and it may impose whatever penalty it deems appropriate upon any Registered Player or Official directly or indirectly involved in the subject matter of the report or referral from the Board or Chief Executive Officer and the League shall give effect to all penalties imposed by the Independent Tribunal.

23.5. The decision of the Independent Tribunal shall be binding on a Registered Player and/or Official.

23.6. The Independent Tribunal shall notify the relevant Registered Player and/or Official of the decision and penalties of each hearing.

23.7. The Independent Tribunal shall cause to be published from time to time an outline of its procedures and the persons required and permitted to attend and give evidence in respect of its hearing.

## **24. APPEALS BOARD**

24.1. The Chief Executive Officer shall appoint an Appeals Board:

24.1.1. to hear and determine any appeal by the League or a Member Club from any decision of:

24.1.1.1. the Independent Tribunal; or

24.1.1.2. the Conduct Investigation Tribunal.

- 24.2. The League may appeal any decision of the Independent Tribunal or Conduct Investigation Tribunal regardless of whether the League was a party to the initial Complaint and when doing so shall not be required to lodge with the Chief Executive Officer any security.
- 24.3. Until the Appeals Board has heard the appeal, any decision of the Independent Tribunal or the Conduct Investigation Tribunal shall apply and be performed and discharged.
- 24.4. Only the Member Club of a suspended player or official may lodge an appeal against the decision of the Independent Tribunal or Conduct Investigation Tribunal to impose a suspension or penalty of three (3) matches or greater and must do so in writing using the notice of appeal form, which is to be forwarded to the Chief Executive Officer within three (3) business days of the original case being heard (5pm deadline), with the first day being counted as the day of the decision being communicated. The bond amount prescribed in the By-Laws is to be paid upon lodgement of the notice of appeal, with 50 per cent being refunded if the appeal is successful.
- 24.5. The notice of appeal lodged with the Chief Executive Officer must be in writing and:
  - 24.5.1. identify the decision which is the subject of the appeal.
  - 24.5.2. set out the grounds of appeal.
  - 24.5.3. set out the persons who will be called in support of the grounds of appeal, together with a short summary of the evidence they will give.
- 24.6. Any notice of appeal received by the Chief Executive Officer shall be referred without delay to the Chairperson of the Appeals Board (or their delegate) and all other relevant parties to the appeal of the appeal.
- 24.7. The Chairperson of the Appeals Board shall notify the Chief Executive Officer and the parties to the appeal of the proposed time, date, and place of the hearing of the appeal, within 6 days of receiving the notice of appeal, with the day on which the notice of appeal was so received being counted as day one.
- 24.8. The Appeals Board may deal with any appeal in such manner as it thinks fit and may impose whatever penalty it considers appropriate in the circumstances upon any party to the appeal or, in the appropriate circumstances and after an appropriate opportunity of being heard has been given to any other party upon whom it considers appropriate to impose a penalty.
- 24.9. The decision of the Appeals Board shall be final and binding.
- 24.10. The Appeals Board shall notify the parties to the appeal of its decision at the conclusion of the Appeal.
- 24.11. The Appeals Board shall comprise an independent Chairperson who shall be appointed from time to time by the Board and two persons from the Judicial Panel.
- 24.12. The Appeals Board must sit with a quorum of not less than 2 Members.

24.13. The Appeals Board shall cause to be published from time to time an outline of its procedures and the persons required and permitted to attend and give evidence in respect of its hearing.

## **25. BY-LAWS**

25.1. The Board shall give notice to all Member Clubs and Board Members of any proposed change to the By-Laws as soon as practicable after the meeting of the Board at which the change to the By-Law was proposed to be made.

25.2. Subject to Rule 25.3 a proposed change to the By-Laws becomes effective 14 days after notice has been given under Rule 25.1 unless within 14 days the Chief Executive Officer has received a written request from more than 10 of the Member Clubs, requiring the Board to have the change to the By-Laws considered by a Special General Meeting or Annual General Meeting.

25.3. Where the Chief Executive Officer receives a written request under Rule 25.2 to have the proposed change to the By-Laws considered by a Special General Meeting or Annual General Meeting, the Board shall either convene a Special General Meeting under Rule 16.1.2 or have the proposed change to the By-Laws placed on the agenda of the next Annual General Meeting convened under Rule 15.1 to determine whether to approve the proposed changes to the By-Laws.

25.4. A three fourths (75 per cent) majority of all Club Directors in attendance at the Special General Meeting or Annual General Meeting held under this Rule 25 and entitled to vote is required to prevent the proposed change to the By-Laws.

25.5. Where a proposed change to the By-Laws is approved by a Special General Meeting or Annual General Meeting in accordance with Rule 25.4, any proposed change to the By-Laws only becomes effective after the Special General Meeting or Annual General Meeting.

25.6. The Board may consider any recommendations from the Member Clubs to amend the By-Laws.

## **26. SEAL**

26.1. The Common Seal of the League shall be kept in the custody of the Chief Executive Officer at the League's headquarters.

26.2. The Common Seal of the League shall not be affixed to any instrument except with the authority of the Board and the affixing of the Common Seal shall be attested by the signatures of either two Members of the Board or one Member of the Board and the Chief Executive Officer.

## **27. CUSTODY AND INSPECTION OF BOOKS AND RECORDS**

27.1. Subject to Rule 27.2 Member Clubs may on request inspect free of charge the Books and Records of the League.

27.2. The Board may refuse to permit a Member Club to inspect the Books and Records of the League which relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the League.

- 27.3. The Board must on request make copies of these Rules available to Members and Applicant Clubs free of charge.
- 27.4. Subject to Rule 27.2, a member may make a copy of any of the other records of the League referred to in this Rule and the League may charge a reasonable fee for provision of a copy of such a record.

## 28. FUNDS

- 28.1. The funds of the League may be derived from joining fees, annual subscriptions (including the registration fees payable in respect of each Registered Player), donations, fund-raising activities, grants, sponsorships interest and any other sources approved by the Board.

### Management of funds

- 28.2. The League must open an account with a financial institution from which all expenditure of the League is made and into which all the League's revenue is deposited.
- 28.3. The Board may approve expenditure on behalf of the League.
- 28.4. The Board may authorise the Chief Executive Officer to expend funds on behalf of the League (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- 28.5. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two persons authorised by the Board.
- 28.6. All funds of the League must be deposited into the financial account of the League no later than 5 working days after receipt.
- 28.7. With the approval of the Board, the Chief Executive Officer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### Financial records

- 28.8. The League must keep financial records that—
- 28.8.1. correctly record and explain its transactions, financial position, and performance; and
  - 28.8.2. enable financial statements to be prepared as required by the Act.
- 28.9. The League must retain the financial records for 7 years after the transactions covered by the records are completed.
- 28.10. The Chief Executive Officer must keep in his or her custody, or under his or her control—
- 28.10.1. the financial records for the current financial year; and
  - 28.10.2. any other financial records as authorised by the Board.

## **Financial statements**

28.11. For each financial year, the Board must ensure that the League satisfies its obligations under the Act relating to the financial statements of the League including:

28.11.1. the preparation of the financial statements.

28.11.2. if required, the review or auditing of the financial statements.

28.11.3. the certification of the financial statements by the Board.

28.11.4. the submission of the financial statements to the Annual General Meeting of the League.

28.11.5. the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements, and fee.

## **29. WINDING UP AND CANCELLATION**

29.1. The League may be wound up voluntarily by special resolution.

29.2. In the event of the winding up or the cancellation of the League, the surplus assets of the League must not be distributed to any Members or former Members of the League.

29.3. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the League and which is not carried on for the profit or gain of its individual members.

29.4. The body to which the surplus assets are to be given must be decided by special resolution.

## **30. CHEQUES**

30.1. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the President and/or the Treasurer and the League's Chief Executive Officer.

## **31. WITHDRAWAL OF AFFILIATION**

31.1. A Member Club may apply to withdraw its affiliation for the following year with the League only between 1 January and 30 June in any year by giving notice in writing to the Chief Executive Officer. Such notification shall be done in accordance with the Intention to Transfer Rules of the Controlling Body.

31.2. Any Member club application to withdraw will be governed by the Affiliate Regulations of the Controlling Body.

## **32. ALTERATION OF RULES**

32.1. These Rules may only be altered by special resolution of the League at an Annual General Meeting or a Special General Meeting.

**33. AUDITOR**

- 33.1. The League shall in each calendar year appoint auditors who shall be elected at the Annual General Meeting.
- 33.2. The auditors shall have access whenever required to all Books and Records of the League.
- 33.3. The auditors shall report on the accuracy of the annual financial statements of the League and the report shall be submitted for consideration at the Annual General Meeting.

**34. PROXY**

- 34.1. Each Member Club shall be entitled to appoint one authorised representative or a substitute as its proxy by notice given to the Chief Executive Officer at or before the commencement of the meeting in respect of which the proxy is appointed.
- 34.2. The notice appointing the proxy shall be in the form of Schedule 5.

**35. USE OF TECHNOLOGY**

- 35.1. Subject to the Chief Executive Officer being able to arrange suitable technology, a member not physically present at a General Meeting may be permitted to participate in the General Meeting by the use of technology that allows that Member, and the Members present at the General Meeting to clearly and simultaneously communicate with each other.
- 35.2. For the purposes of this Rule, a member participating in a General Meeting as permitted under Rule 35.1 is taken to be present at the General Meeting and, if the Member votes at the General Meeting, is taken to have voted in person.

**36. CLUB FINANCIALS**

- 36.1 Upon reasonable request by the YJFL Board or Chief Executive Officer, a member club must present their most recent Annual Report (including Financials) to the League within fourteen (14) days of the request being made.



## **YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**

### **SCHEDULE 1**

#### **MEMBER CLUBS (RULE 5.3)**

Aquinas Junior Football Club Inc.  
Ashburton United Junior Football Club Inc.  
Balwyn Junior Football Club Inc.  
Banyule Junior Football Club Inc.  
Beverley Hills Junior Football Club Inc.  
Brunswick Junior Football Club Inc.  
Bulleen Templestowe Districts Junior Football Club Inc.  
Bundoora Junior Football Club Inc.  
Camberwell Junior Football Club Inc.  
Canterbury Junior Football Club Inc.  
Doncaster Junior Football Club Inc.  
Fitzroy Junior Football Club Inc.  
Glen Iris Junior Football Club Inc.  
Hawthorn Citizens Junior Football Club Inc.  
Heidelberg Junior Football Club Inc.  
Ivanhoe Junior Football Club Inc.  
Kew Junior Football Club Inc.  
Kew Rovers Football Club Inc.  
Macleod Junior Football Club Inc.  
North Brunswick Junior Football Club Inc.  
Northcote Junior Football Club Inc.  
Parade St Damian's Junior Football Club Inc.  
Park Orchards North Ringwood Parish Junior Football Club Inc.  
Parkside Junior Football Club Inc.  
Preston Bullants Junior Football Club Inc.  
Richmond Junior Football Club Inc.  
South Yarra Junior Football Club Inc.  
St Marys Greensborough Junior Football Club Inc.  
Surrey Park Junior Football Club Inc.  
Warrandyte Junior Football Club Inc.  
Whitehorse Colts Junior Football and Netball Club Inc.



**YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**

**SCHEDULE 2**

**APPLICATION FOR MEMBERSHIP  
(RULE 5.6.8)**

TO: CHIEF EXECUTIVE OFFICER  
YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED

TAKE NOTICE THAT:

\_\_\_\_\_

(FULL NAME OF APPLICANT)

OF \_\_\_\_\_

(ADDRESS)

desires to become a member of the Yarra Junior Football League Incorporated.

In the event of our admission as a Member Club we agree to be bound by the Rules and By-Laws of the League for the time being in force.

DATED this                      day of 20....

The common seal of the Applicant was                      )  
impressed on this application pursuant to its                      )  
Rules in the presence of -                      )

..... Public Officer

..... Committee Member

..... Committee Member



**YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**

**SCHEDULE 3**

**NOMINATION OF CLUB DIRECTOR AND OFFICE BEARERS  
CONTACT INFORMATION  
(RULE 5.10)**

TO: Chief Executive Officer  
Yarra JFL  
PO Box 434  
BULLEEN PLAZA 3105  
e-mail: admin@yarrajfl.org.au

..... [Name of Member Club]  
provides the following contact details:

**PRESIDENT**

Name: .....

Email: .....

Mobile: .....

**SECRETARY**

Name: .....

Email: .....

Mobile: .....

Postal address (if different from Club PO Box):

.....

**CLUB DIRECTOR**

Name: .....

Email: .....

Mobile: .....

**TREASURER**

Name: .....

Email: .....

Mobile: .....

Send League Invoices direct to Treasurer - Yes/No      If Yes Advise Postal Address:

.....

**REGISTRATION SECRETARY**

Name: .....

Email: .....

Mobile: .....

**CLUB DETAILS**

.....

**POST OFFICE BOX ADDRESS**

.....

**E-MAIL ADDRESS**

.....

**WEB SITE ADDRESS**

.....

**GROUND LOCATION**

Address and Phone Number for each location

.....

**CLUB UNIFORM** (If any variations proposed):

Description of Uniform: .....

Colour Photo showing Front & Back of Jumper

DATED: ..... / ..... / 20.....





**YARRA JUNIOR FOOTBALL LEAGUE INCORPORATED**

**SCHEDULE 5**

**APPOINTMENT OF PROXY  
(RULE 34.2)**

..... of  
..... being a Member Club of the Yarra  
Junior Football League Incorporated appoint:

..... of  
..... as our authorized representative to  
vote for us on our behalf at the Annual General Meeting/Special General Meeting\* to  
be held on the ..... day of ....., 20.... and at any  
adjournment of that meeting.

(\* Strike out whichever is not applicable)

The proxy is authorized to vote in favour of/\*\*against (\*\*delete as appropriate) the  
resolution/s as follows:

- |              |                        |
|--------------|------------------------|
| Resolution 1 | in favour of/**against |
| Resolution 2 | in favour of/**against |
| Resolution 3 | in favour of/**against |
| Resolution 4 | in favour of/**against |
| Resolution 5 | in favour of/**against |

(\*\*\*If there are more than 5 Resolutions, please attach another sheet listing the  
Resolution numbers and the authorized vote description)

The common seal of the Appointor Member Club )  
was impressed on this application pursuant to its )  
Rules in the presence of - )

..... Public Officer

..... Committee Member

..... Committee Member