

THE CONSTITUTION OF KNOX UNITED FOOTBALL CLUB

As of AGM October 2020



Part One: General

1. The name of the Club shall be Knox United Football Club.
2. There shall be a patron of the Club who will be the President of the Old Knox Grammarians Association.
3. Knox united shall be affiliated under the Old Knox Grammarians Association. In the event of cessation of the club activities all remaining monies shall be given to the Old Knox Grammarians Association
4. The objects of the Club shall be:
 - i) To promote unity and good fellowship amongst members of the Club
 - ii) To strengthen ties between the Old Knox Grammarians Associated and its members and the Knox United Football Club
 - iii) To support the functions and activities of Knox Grammar School and Knox Football Community in particular.
 - iv) To promote the sport of football generally and to play in competition Football games.

Part Two: Administration

5. There shall be a Committee called The General Committee and it shall consist of the:
Elected Positions:
 - i) President
 - ii) Vice-President Representative
 - iii) Vice President General
 - iv) Treasurer
 - v) Registrar
 - vi) Social Manager
 - vii) Equipment and Purchasing Officer
 - viii) Web-Manager
 - ix) Committee Assistant

The General Committee will not consist of Non-elected Positions. However, 'The Management Committee' may call upon a non-elected position to sit in a meeting of the General Committee. Non-elected Positions will sit as Honorary Committee positions, they will consist of:

Non-elected Positions:

- i) Club Captain
 - ii) Squad Managers
 - iii) Player Liaison
 - iv) Immediate Past President (effective for the first 12 months of the next elected President)
 - v) Club Historian
 - vi) Social Co-ordinator
6. There shall be a Committee called 'The Management Committee' and it shall consist of the President, Vice President Representative, Vice President General, Secretary, Treasurer and Registrar.
 7.
 - i) The Management Committee shall manage the affairs of the Club and shall have power to do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the Affairs of the Club including the appointment of Sub-Committees.
 - ii) The Management Committee does not however have the power to overrule decisions of the General Committee or the Appeals Committee. Conversely, the General Committee does not have the power to overrule decisions of the Management Committee.
 8. There shall be no qualification for a position on the General Committee other than election at an Annual General Meeting, or election by the General Committee to fill a vacancy on the General Committee, subject to the following conditions.
 - i) An applicant for a position on the General Committee must be a member of the Club, as outlined in Part Five (membership),
 - ii) No person may hold two positions on the Management Committee at the same time.
 9. There is no maximum number of consecutive terms for which a committee member may hold office.
 10. Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

11.
 - i) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
 - ii) If a member of the committee to whom a proposed resolution referred to in subclause (i) relates makes representations in writing to the president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
12. The General Committee may fill up vacancies amongst the officers and ordinary Members of the General Committee
13. At a Management Committee meeting four (4) Members shall be a quorum. At a General Committee meeting six (6) Members shall be a quorum.
14. All Sub-Committees shall have a Chairman, who shall be elected at a meeting of the Management Committee. The Sub-Committees shall be autonomous but nevertheless be subordinate to the Management Committee.

Part Three: The roles of Committee Members

15.
 - i) The president shall call General Committee Meetings, Management Committee Meetings, Special General Meetings, and the Annual General Meeting. Alternatively, if the President fails to call a meeting, a quorum of the management committee may call a meeting which the President is unable to call. Oral or written notice of a meeting of the committee must be given to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
 - ii) The President shall be Chairman of Management Committee Meetings, General Committee Meetings, as well as the Annual General Meeting and any Special General Meetings, in the Presidents absence, the following order will be observed: Vice-President General, Vice President Representative, Registrar, Treasurer.
16. The Chairman shall, in the case of equality of votes, either on a show of hands or on a poll, have a casting vote as well as the vote to which that person is entitled as

a Member. A parent or guardian may vote on behalf of a junior player (under 18). There will be no proxy voting.

17. The Vice President General shall keep such records as are required by this Constitution, and perform such duties and transact such business as the Management Committee may determine.
18. The Social Manager will be the officer responsible for all Social functions and shall assist the Vice President General in the Management of the Club's Affairs.
19. The Treasurer shall pay into such financial institutions as the Management Committee may determine (subject to Part Six), to the credit of the Club all moneys he or she may receive; shall collect subscriptions; shall keep correct accounts and books, showing the financial affairs of the Club to the Annual General Meeting.
20. The Treasurer shall collect all such fees as determined by the Management Committee from year to year and shall also pay such Team's fees and insurance applicable to any competition in which the Team plays.
21.
 - i) The Registrar shall keep a Register of all Members of the Club each year as well as a Register of Playing Members each year with details of the Team selection of that Member.
 - ii) The Registrar shall register such number of Teams as notified to him by the Management Committee with the organising body and any other Football body or Federation with whom the Club may be affiliated.
22. The Equipment Manager is responsible for keeping record, upkeep and purchasing of equipment for the Club.
23. The Web Manager is responsible for upkeep of all web and social media related initiatives of the club

Part Four: Role of Non-Elected Committee Members

24. The Club Historian is responsible for the upkeep and maintenance of all record pertinent to the club's History.
25. The Social Coordinators will act for individual squads at the direction of the Social Manager.

26. The Club Captain is to serve as the representative head of the clubs playing teams. He/she is also to serve as the point of contact for players with coaches/managers and the club's committee and as such may serve as a representative of any member of the club.
27.
 - i) There shall be one appointed manager per divisional squad entered in a nominated competition who may call upon assistance as he/she see fit to carry out management duties.
 - ii) Nominations for managers will be received by the incoming Management Committee up to and including a period of four weeks after the Annual General Meeting, with the Management Committee to notify applicants no more than six weeks after the AGM.
 - iii) The divisional manager is responsible for the running of his/her divisional squad. He/she is to plan and execute training sessions and organise all required commitments for matches.

Part Five: Membership

28. Eligible Members of the Club may include Old Boys of Knox Grammar School and any other persons whom the General Management Committee wish to admit to Membership.
29. Every applicant for Membership shall complete and forward to the Registrar an application in such form as shall be prescribed by the Management Committee.
30. The Management Committee has the right to accept or reject an application on any grounds, without being required to give reason for such a decision.
31.
 - i) Playing Membership shall, subject to sections 17 and 18, be for a period of twelve (12) months commencing of the first day of January in each and every year. At the expiration of each such period Membership shall lapse provided that each such Member shall be entitled to re-apply for Membership.
Playing member is a registered person of Knox United Football Club who for the 12 month period of membership is entitled to play Football for a divisional team of the club.
 - ii) Non-Playing Membership shall, subject to clauses 17 and 18, be for a period of twelve (12) months commencing on the first day of January in each and every year. At the expiration of each such period Non-Playing Membership shall lapse provided that each such Non-Playing Member shall be entitled to re-apply for Membership. Alternatively a Non-Playing Member may also be a Life Member.

- Shall be a member of the club who is not defined by paragraph 27 (i) or 27 (iii)
- iii) Life Membership may be awarded by the General Committee to any member who has given outstanding service to the Club. A Life Member shall not be subject to any fees normally subjected to a Non-Playing member, providing that any outstanding monies owed to the Club have been paid in full. A Life Member who still wishes to play registered Football with the Club may be entitled to a reduction in subscription fees at the discretion of the registrar. Life member shall enjoy the full rights of any other member of the Club.
- 32. An applicant for Membership will be required to pay an annual Membership subscription, as determined by the management committee, at the discretion of the treasurer.
 - 33. A playing Member is required to pay annual playing fees as determined by the Management Committee at discretion of the treasurer in addition to his/her Membership fees.
 - 34.
 - i) The Members of the Club shall have power at a Special General Meeting called for that purpose to expel any Member of the Club, if, in the opinion of three-quarters of those present and voting, that person has breached the Code of Conduct. Voting in such a Meeting shall be by ballot. That Member has by his/her conduct forfeited his/her right to remain a Member.
 - ii) The person expelled under paragraph 30 (i) shall have no right of appeal.
 - iii) Alternatively, where a member as acted in a manner prejudicial to the interests of the Club, the General Committee may discipline that member as it sees fit.
 - iv) A member has the right to appeal the decision of the General Committee as in paragraph 30 (iii).
 - v) Such an appeal must be lodged in writing within seven (7) days of the General Committee's decision, and will be heard by an Appeals Committee, which will consist of the President, who shall chair the meeting and have a casting vote only, along with five members of the Club who are not members of the General Committee.
 - 35. The liability of a member of the Club 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 limited to the amount, if any, unpaid by the member in respect of membership of the association as required by item 17.
 - 36.
 - i) A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.

- ii) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
 - iii) The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.
37. A person ceases to be a Member of the Club if the person:
- i) dies;
 - ii) resigns the Membership;
 - iii) is expelled from the Club under paragraph 30th or
 - iv) Membership subscription is unpaid and/or paying fees are unpaid as notified by treasurer

Part Six: Meetings

38. All members over the age of 18 shall be entitled to one vote and have equal weight of one (1). All members under the age of 18 shall be entitled to one vote and have equal weight of one-half (1/2). A parent or guardian may vote on behalf of a member under the age of 18 as specified in item 16.
39. In the absence of the president, meetings shall be called as per paragraph 12 (ii).
40. The Management Committee may, at any time, call a General Committee Meeting. To do so, the Management must inform all General Committee Members (in writing or otherwise), giving no less than seven (7) days' notice.
41. The Annual General Meeting shall take place not earlier than eleven (11) months, and not later than thirteen (13) months from the date of the previous year's Annual General Meeting. Its purposes are:
- i) To receive the minutes of the Previous Annual General Meeting, the President's Report and the Treasurer's Report and Registrar's Report.
 - ii) To elect the Management and General Committees.
 - iii) To transact any other business consistent with this Constitution.
42. A quorum of the Management Committee may, at any time, call a Special General Meeting. To do so, the Management Committee must inform all Members in writing, giving no less than fourteen (14) days' notice, and explicitly stating the purpose of such a meeting.

43. The Management Committee must similarly give fourteen (14) days' notice to all Members before the Annual General Meeting.
44. At an Annual General Meeting or Special General Meeting, a quorum shall be eight (8) members.

Part Seven: Financial

45. The Financial Year of the Club shall end on the 30th day of September each year, to which date the accounts of the Club shall be balanced.
46. The Treasurer will be required at the AGM to present the financial to those members present.
47. The Treasurer will be required to keep both the Management Committee and the General Committee informed of the financial matters of the club.
48. Source of funds:
 - i) The funds of the Club are to be derived from annual subscriptions of members, donations and any other sources that the committee determines.
 - ii) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
 - iii) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.
49. Management of funds:
 - i) Subject to any resolution passed by the Club in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
 - ii) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.
50. Inspection of books:
 - i) The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:
 - a) records, books and other financial documents of the Club,

- b) this constitution,
 - c) minutes of all committee meetings and general meetings of the Club.
 - ii) A member of the Club may obtain a copy of any of the documents referred to in subclause (i) on payment of a fee of not more than 1 for each page copied.
 - iii) Despite subclauses (i) and (ii), the committee may refuse to permit a member of the Club to inspect or obtain a copy of records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
51. Investment of Club funds into any undertaking other than a Bank, Building Society or Banking Institutions must receive support from not less than two-thirds of the Members present at the Meeting in which the motion is proposed.
52. All Banking and Investments shall only be made only into legally registered financial institutions.

Part Eight: Club Recognition

53. Recognition for service to the club
- i) Any member of the Club may nominate a person for recognition of the Honour Role of for Life Membership any person who has rendered outstanding service to the Club.
 - ii) The committee may endorse or reject the nomination. If endorsed the nomination and endorsement shall be confirmed at the next Annual General meeting of the Association.
 - iii) The committee may endorse a nomination for Club recognition using the following scoring system. As a guideline, the nominee should score a minimum of 150 points for Honour Role and 300 points for Life Membership
 - (1) Playing member as outlines in 27 (i) - 10 per year
 - (2) Member of the Club General committee - 10 per year
 - (3) Member of the Club Honourary General Committee - 5 per year
 - (4) Member of the Club Management Committee - 15 per year
 - (5) Coaching or Team Manager appointment within the club - 10 per year
 - (6) Member of affiliated Football committee - 10 per committee per year
 - (7) Extraordinary Club involvement - 5 per year

Part Nine: Amendments to this Constitution

54. These paragraphs may be added to, repealed, or amended by resolution, minimum fourteen (14) days' notice of which shall be given to members at any Annual or Special General Meeting, provided that no such resolution shall be deemed to be passed unless it is carried by a majority of at least two-thirds of the Members present and voting thereon.