Constitution Of The

Baulkham Hills Australian Football Club Inc.

Y 1696643

The Constitution of Baulkham Hills Australian Football Club Inc. herein are in accordance with Section 11 and contain those matters specified in Schedule 1 of the Associations Incorporation Act 2009.

Signed: _____ Date: _____

(Public Officer)

Contents

1. Name

The name of the association shall be the Baulkham Hills Australian Football Club Inc. (hereinafter referred to as "the Club").

2. Objectives

The objectives of the Club are to:

- provide opportunities for members to participate in Australian Rules Football at various levels.
- promote, manage, control and encourage the playing of Australian Football within the areas recognised by the State Sport Organisation for Australian Rules Football in NSW presently known as the AFL (NSW/ACT) under the jurisdiction of a national governing body presently known as the AFL.
- act, at all times, on behalf of and in the interest of the Members and Australian Rules Football.
- foster a sense of community and sportsmanship among members.
- advance the operations and activities of the Club throughout the Local Area
- encourage physical fitness and healthy lifestyles through participation in sport.
- co-operate or join with or support any association, organisation, society or individual whose activities or purposes are similar to those of the Club, or which advance Australian Rules Football in the Local Area; and
- have regard to the public interest in its operations.

3. Membership

3.1. Eligibility

- Membership is open to any individual who supports the objectives of the Club.

3.2. Categories of Membership

- Playing Members
- Non-Playing Members
  - ◊ The Parents and/or Guardians of any player under the age of 18 years old who is officially registered with the Club
  - ◊ All Team Managers and Coaches appointed as such by the General Committee
  - ◊ All Office Bearers and Officials duly elected in accordance with this Constitution
- Life Members
- Honorary Members

3.3. Life Membership

Life Membership is a way for the Club to acknowledge and celebrate the exceptional commitment and service of its members, ensuring their legacy and contributions are remembered and valued.

- Criteria for Life Membership:
  - ◊ Playing members of the Club shall be automatically entitled to Life Membership if they have played continuously for the Club from Under 9 division through to the maximum age available within the Sydney Junior AFL competition which the Club competes.
  - ◊ Life Membership may be conferred upon any member who has 10 years' active involvement and has rendered outstanding service, or has displayed exceptional, unusual or distinguished merit to the Club.
  - ◊ Club members who have given ten (10) years' service to the Club may be nominated for Life Membership. Such nominations can be approved at any General Committee meeting.
- Privileges of Life Members:
  - ◊ Life Members are honoured for their significant contributions and dedication to the Club.

- ◊ Life Members retain full voting rights at General Meetings, allowing them to continue influencing the Club's direction.
- ◊ Life Members are usually exempt from paying annual membership fees.
- ◊ Life Members may receive special invitations to Club events and functions, recognizing their ongoing importance to the Club.

3.4. Honorary Membership

Honorary Members are often individuals who have made a significant impact on the Club through donations, volunteer work, or other forms of support. This category allows the Club to formally recognize and appreciate their contributions.

- Honorary Membership may be conferred upon individuals who have provided exceptional support or service to the Club, but who may not necessarily be involved in the day-to-day activities or meet the standard membership criteria.
- Candidates for Honorary Membership can be nominated by any member of the Club and must be approved by the Committee. The nomination should include a detailed explanation of the candidate's contributions and reasons for the nomination.
- Honorary Members shall have the same rights and privileges as regular members, except where specified otherwise in the Constitution. They are not required to pay membership fees.
- Honorary Membership is typically granted for life, unless otherwise specified by the Committee.

3.5. Membership Fees

- Membership fees shall be determined annually by the Committee.
- All such fees shall be due and payable prior to the member playing their first game or by no later than the first of April, whichever is the latter.

4. Committees

4.1. Composition

- The General Committee (the Committee) shall consist of
  - ◊ the Executive Committee
  - ◊ other officers as deemed necessary.

4.2. Executive Committee

- The Executive Committee shall be a subset of the Committee and shall include
  - ◊ President (an individual or 2 – 4 individuals collectively)
  - ◊ General Manager – Operations (Vice President where the president is an individual)
  - ◊ General Manager – Finance (Treasurer)
  - ◊ General Manager – Football
  - ◊ Secretary (Public Officer)
  - ◊ Registrar
- The Executive Committee shall have the authority to make urgent decisions on behalf of the Committee between regular Committee meetings.
- Decisions made by the Executive Committee shall be reported to the full Committee at the next regular meeting.

4.3. Powers and Duties

- The Committee shall manage the affairs of the Club in accordance with this Constitution.
- The Committee shall have the power to form sub-committees as necessary.
- The Executive Committee shall handle urgent matters and ensure the smooth operation of the Club between regular Committee meetings.

4.4. Decision-Making

- Decisions of the Committee shall be made by a majority vote. In the event of a tie, the President shall have a casting vote.

- Major decisions affecting the Club shall be referred to the membership for approval at a General Meeting.

5. Meetings

5.1. General Committee Meetings
- The Committee shall meet regularly, with a minimum of four meetings per year.
- The quorum at any General Committee meeting will be six (6) members of which there must be a minimum of two (2) elected Executive Members.

5.2. Executive Committee Meetings
- The Executive Committee shall meet as needed to address urgent matters.
- The quorum at any Executive Committee meeting will be four (4) members.

5.3. Annual General Meeting (AGM)
- The AGM shall be held within three months of the end of the financial year.
- Notice of the AGM shall be given to all members at least 21 days prior to the meeting.
- The quorum at the AGM will be twenty (20) members.

5.4. Special General Meeting (SGM)
- Special General Meetings may be called by the Committee or upon the request of at least 10% of the members.
- Notice of any SGM shall be given to all members at least 21 days prior to the meeting.
- The quorum at the AGM will be twenty (20) members.

6. Minutes

6.1. The Secretary shall be responsible for recording the minutes of all General Meetings, Committee meetings, and any other official meetings of the Club.

6.2. Content of Minutes
- Minutes shall include:
  - ◊ The date, time, and location of the meeting.
  - ◊ A list of attendees and apologies.
  - ◊ A summary of discussions and decisions made.
  - ◊ Details of any motions proposed, including the names of the proposer and seconder, and the outcome of the vote.
  - ◊ Any actions to be taken and the person(s) responsible for those actions.

6.3. Approval of Minutes
- Draft minutes shall be circulated to all relevant members within a reasonable time after the meeting.
- Minutes shall be reviewed and approved at the next meeting. Any amendments shall be agreed upon and recorded in the minutes of that meeting.

6.4. Access to Minutes
- Approved minutes of General Meetings shall be made available to all members upon request.
- Approved minutes of Committee meetings shall be made available to Committee members and other members as deemed appropriate by the Committee.

6.5. Record Keeping
- The Secretary shall ensure that all minutes are stored securely and are accessible for future reference.
- Minutes shall be retained for a minimum of seven years or as required by law.

7. Voting – General Meetings

7.1. Voting Rights
- All financial members of the Club, including Life Members and Honorary Members, are entitled to vote at General Meetings.
- Each member is entitled to one (1) vote.

7.2. Voting Methods

- Voting shall be conducted by a show of hands, unless a secret ballot is requested by at least three members present at the meeting.
- Proxy voting is permitted, provided that the proxy is a financial member of the Club, and the proxy form is submitted to the Secretary prior to the commencement of the meeting.

7.3. Decision Making

- Decisions at General Meetings shall be made by a simple majority of votes cast, unless otherwise specified in this Constitution.
- In the event of a tie, the Chairperson of the meeting shall have a casting vote.

7.4. Election of Committee Members

- Committee members shall be elected at the Annual General Meeting (AGM) and shall serve for a term of one year.
- All candidates for such election must be Club Members and be proposed and seconded by Club Members.
- Nominations for Committee positions shall be submitted in writing to the Secretary prior to the AGM.
- Members whose written nominations are lodged with the Secretary prior to the Annual General Meeting shall fill any vacant positions, but if not so filled then nominations may be called for from the floor of the Annual General Meeting.
- If the number of nominations exceeds the number of positions available, a ballot shall be conducted. If the number of nominations is equal to or less than the number of positions, the nominees shall be declared elected without a ballot.
- Casual vacancies on the General Committee may be filled by a Member appointed by the General Committee.

7.5. Special Resolutions

- Special resolutions, including amendments to the Constitution, require a two-thirds majority of votes cast at a General Meeting.
- Notice of special resolutions must be given to all members at least 21 days prior to the meeting.

8. Finance

8.1. Financial Year

- The financial year of the Club shall be from 1 October to 30 September.

8.2. Accounts

- The Treasurer shall ensure that proper accounts are kept and shall present a financial report at the AGM.

9. Club Governance

9.1. Governance Structure

- The Club shall be governed by the Committee, which is responsible for the overall management and strategic direction of the Club.

9.2. Roles and Responsibilities

- **President**: Provides leadership to the Club, chairs Committee meetings, and represents the Club at official functions.
- **General Manager – Operations:** Responsible for all non-football, non-playing specific activities that complement the on field activities.
- **General Manager – Football:** Responsible for all player aspects of the club
- **General Manager – Finance:** Manages the Club's finances, including the preparation of financial statements and budgets.
- **Registrar:** Oversight of registration process and liaison with returning and prospective players and other clubs regarding player inward and outward transfers.
- **Secretary**: Manages correspondence, records minutes of meetings, and maintains the membership register.

- **Committee Members**: Participate in decision-making and support the activities of the Club.

9.3. Sub-Committees
- The Committee may establish sub-committees to focus on specific areas such as fundraising, events, and player development.
- Sub-committees shall report to the Committee and operate within the guidelines set by the Committee.

9.4. Decision-Making
- Decisions of the Committee shall be made by a majority vote. In the event of a tie, the President shall have a casting vote.
- Major decisions affecting the Club shall be referred to the membership for approval at a General Meeting.

9.5. Conflict of Interest
- Committee members must declare any conflict of interest and refrain from voting on matters in which they have a personal interest.

9.6. Transparency and Accountability
- The Committee shall ensure transparency in its operations and decision-making processes.
- The Committee shall be accountable to the members and provide regular updates on the Club's activities and financial status.

10. Code of Conduct

The Code of Conduct outlines the standards of behaviour expected from all members, players, coaches, officials, and supporters of the Club.

10.1. General Principles
- All members shall act with integrity, respect, and fairness.
- Members shall promote a positive and inclusive environment.
- Members shall comply with all Club policies and procedures.

10.2. Player Conduct
- Players shall demonstrate sportsmanship and respect towards teammates, opponents, officials, and spectators.
- Players shall adhere to the rules of the game and the instructions of coaches and officials.
- Players shall maintain a high standard of personal behaviour both on and off the field.

10.3. Coach and Official Conduct
- Coaches and officials shall act as role models and promote the values of the Club.
- Coaches and officials shall provide a safe and supportive environment for players.
- Coaches and officials shall treat all participants fairly and with respect.

10.4. Spectator and Supporter Conduct
- Spectators and supporters shall encourage and support all players and teams in a positive manner.
- Spectators and supporters shall respect the decisions of officials and the efforts of players and coaches.
- Spectators and supporters shall refrain from any form of abuse, harassment, or discrimination.

10.5. Breaches of the Code of Conduct
- Any breaches of the Code of Conduct shall be reported to the Committee.
- The Committee shall investigate reported breaches and take appropriate disciplinary action, which may include warnings, suspension, or expulsion from the Club.

10.6. Review and Communication
- The Code of Conduct shall be reviewed annually by the Committee.

- The Code of Conduct shall be communicated to all members and made available on the Club's website.

11. Social Events and Community Engagement

The Club recognizes the importance of fostering a strong sense of community and camaraderie among its members. Through a variety of social events and community engagement activities, the Club aims to build lasting relationships, promote team spirit, and contribute positively to the local community. These initiatives not only enhance the overall experience for members but also help to strengthen the Club's presence and reputation within the broader community.

11.1. Social Events
- The Club shall organize regular social events for members, including but not limited to:
  - ◊ Season launch and end-of-season celebrations
  - ◊ Fundraising events
  - ◊ Family days and BBQs
  - ◊ Awards nights and presentation ceremonies

11.2. Community Engagement
- The Club shall actively engage with the local community through:
  - ◊ Participation in community events and festivals
  - ◊ Collaboration with local schools and organizations to promote Australian Rules Football
  - ◊ Volunteer activities and community service projects
  - ◊ Initiatives to support local charities and causes

11.3. Event Planning and Management
- A Social and Community Engagement Sub-Committee shall be established to plan and manage social events and community activities.
- The Sub-Committee shall report to the Committee and ensure events align with the Club's objectives and values.

11.4. Member Participation
- All members are encouraged to participate in social events and community engagement activities.
- Members shall conduct themselves in a manner that reflects positively on the Club during these events.

11.5. Communication
- Details of upcoming social events and community activities shall be communicated to members through the Club's website, social media, and newsletters.

12. Player Development and Coaching Programs

The Club is committed to the continuous growth and improvement of its players and coaches by enhancing the skills, knowledge, and performance of players and coaches through structured development programs. By investing in player development and coaching excellence, the Club strives to build a strong foundation for future success and foster a culture of excellence and continuous improvement.

12.1. Player Development
- The Club shall implement player development programs that include:
  - ◊ Regular training sessions focusing on skill development, fitness, and game strategy.
  - ◊ Access to professional coaching and mentoring.
  - ◊ Opportunities for players to participate in clinics, camps, and representative teams.
  - ◊ Individual performance assessments and feedback.

12.2. Coaching Programs
- The Club shall support the development of coaches through:
  - ◊ Providing access to coaching courses and accreditation programs.
  - ◊ Organizing workshops and seminars on coaching techniques and best practices.

- ◊ Facilitating mentorship opportunities with experienced coaches.
- ◊ Encouraging continuous professional development and learning.

12.3. Junior Development

- The Club shall place a strong emphasis on junior development by:
  - ◊ Establishing junior teams and age-appropriate training programs.
  - ◊ Promoting a fun and inclusive environment for young players.
  - ◊ Engaging with local schools to introduce Australian Rules Football to students.
  - ◊ Providing pathways for junior players to progress to senior levels.

12.4. Resources and Facilities

- The Club shall ensure that adequate resources and facilities are available to support player and coach development, including:
  - ◊ Access to training grounds and equipment.
  - ◊ Provision of educational materials and resources.
  - ◊ Support from qualified medical and fitness professionals.

12.5. Evaluation and Improvement

- The Club shall regularly evaluate the effectiveness of its player development and coaching programs.
- Feedback from players, coaches, and other stakeholders shall be used to continuously improve these programs.

12.6. Communication

- Information about player development and coaching programs shall be communicated to members through the Club's website, social media, and newsletters.

13. Player Welfare and Safety

The Club places the utmost importance on the health, safety, and well-being of its players. By implementing comprehensive health and safety policies, offering medical support, and promoting mental health awareness, the Club ensures that player welfare is a top priority. These measures are designed to prevent injuries, support recovery, and foster a positive and inclusive atmosphere, allowing players to perform at their best both on and off the field.

13.1. Health and Safety Policies

- The Club shall implement and maintain health and safety policies in accordance with relevant laws and best practices.
- These policies shall cover areas such as injury prevention, emergency procedures, and safe use of facilities and equipment.

13.2. Medical Support

- The Club shall provide access to qualified medical professionals, including physiotherapists and sports trainers, during training sessions and matches.
- First aid kits and emergency medical equipment shall be available at all Club activities.

13.3. Injury Management

- The Club shall have procedures in place for the management of injuries, including:
  - ◊ Immediate assessment and treatment of injuries.
  - ◊ Clear protocols for return-to-play decisions.
  - ◊ Support for players during rehabilitation.

13.4. Mental Health and Well-being

- The Club shall promote mental health and well-being by:
  - ◊ Providing access to mental health resources and support services.
  - ◊ Encouraging an open and supportive environment where players feel comfortable discussing mental health issues.
  - ◊ Organizing workshops and seminars on mental health awareness.

13.5. Safe Environment

- The Club shall ensure that all training and playing environments are safe and free from hazards.
- Regular inspections of facilities and equipment shall be conducted to identify and address potential safety issues.

13.6. Education and Training
- The Club shall provide education and training for players, coaches, and officials on health and safety practices.
- Topics shall include injury prevention, concussion management, and mental health awareness.

13.7. Reporting and Monitoring
- The Club shall establish a system for reporting and monitoring health and safety incidents.
- All incidents shall be documented, and appropriate action shall be taken to prevent recurrence.

13.8. Child Protection
- The Club shall implement child protection policies to ensure the safety and well-being of junior players.
- All coaches and volunteers working with juniors shall undergo background checks and child protection training.

13.9. Communication
- Information about health and safety policies and procedures shall be communicated to all members through the Club's website, social media, and newsletters.

14. Financial Transparency and Accountability

The Club is dedicated to maintaining the highest standards of financial integrity and transparency. By implementing rigorous financial controls, regular reporting, and independent audits, the Club aims to build trust among its members and stakeholders. These practices are essential for the sustainable growth and success of the Club, fostering confidence in its financial stewardship and decision-making processes.

14.1. Financial Records
- The Treasurer shall maintain accurate and up-to-date financial records, including income, expenses, assets, and liabilities.
- Financial records shall be kept in accordance with generally accepted accounting principles.

14.2. Budget
- The Committee shall prepare an annual budget outlining expected income and expenditure for the upcoming financial year.
- The budget shall be presented to members for approval at the Annual General Meeting (AGM).

14.3. Financial Reporting
- The Treasurer shall present a financial report at each Committee meeting and provide a detailed financial statement at the AGM.
- The financial statement shall include a balance sheet, income statement, and any other relevant financial information.

14.4. Audits
- The Club's financial records shall be audited annually by an independent auditor appointed by the Committee.
- The auditor's report shall be presented to members at the AGM.

14.5. Bank Accounts
- The Club shall maintain bank accounts in its name, and all funds shall be deposited into these accounts.

- The Committee shall authorize signatories for the bank accounts, with at least two signatories required for all transactions.

14.6. Expenditure Approval
- All expenditures shall be approved by the Committee and documented in the financial records.
- The Committee may set expenditure limits for routine expenses, with any expenditure above these limits requiring additional approval.

14.7. Fundraising and Sponsorship
- The Club shall engage in fundraising and seek sponsorships to support its activities and objectives.
- All fundraising and sponsorship activities shall be conducted in a transparent and ethical manner.

14.8. Conflict of Interest
- Committee members shall declare any financial interests or conflicts of interest and refrain from participating in decisions where a conflict exists.

14.9. Member Access to Financial Information
- Members shall have the right to access the Club's financial records upon request, subject to reasonable notice and any confidentiality requirements.

14.10. Communication
- The Committee shall ensure that members are regularly informed about the Club's financial status through meetings, newsletters, and the Club's website.

15. Dispute Resolution

The Club is committed to maintaining a harmonious and cooperative environment for all its members. By providing a clear and fair process for addressing conflicts, the Club ensures that all members have access to a transparent, structured and impartial mechanism for dispute resolution. This approach helps to preserve the integrity and unity of the Club, fostering a positive and supportive community.

15.1. Scope
- This clause applies to disputes between members, between members and the Club, and between members and the Committee.

15.2. Initial Resolution
- Parties involved in a dispute are encouraged to resolve the matter informally through direct communication, fostering a spirit of cooperation and mutual understanding.

15.3. Mediation
- If the dispute cannot be resolved informally, the parties may request mediation.
- The Committee shall appoint an impartial mediator to facilitate the resolution of the dispute.
- The mediator shall assist the parties in reaching a mutually acceptable agreement but shall not impose a decision.
- Mediation sessions shall be conducted in a confidential and respectful manner, with the aim of achieving a fair outcome for all parties.

15.4. Formal Resolution
- If mediation is unsuccessful, the dispute may be referred to the Committee for a formal resolution.
- The Committee shall review the matter thoroughly, considering all relevant evidence and perspectives.
- The parties involved shall have the opportunity to present their case to the Committee.
- The Committee shall make a decision based on the evidence presented, ensuring that the decision is fair, impartial, and in the best interests of the Club.
- The decision of the Committee shall be final and binding on all parties involved.

15.5. Confidentiality

- All discussions, documents, and proceedings related to the dispute resolution process shall be kept strictly confidential.
- Confidentiality shall be maintained to protect the privacy of the parties involved and to encourage open and honest communication.

15.6. Documentation
- The Club shall maintain detailed records of all disputes and their resolutions, including the steps taken and the outcomes achieved.
- These records shall be kept securely and used to inform future dispute resolution processes.

15.7. Communication
- The outcome of the dispute resolution process shall be communicated to all parties involved in a timely and clear manner.
- The Committee shall ensure that the communication is respectful and provides a rationale for the decision made.

15.8. Appeals
- In exceptional circumstances, parties may appeal the Committee's decision by submitting a written request outlining the grounds for the appeal.
- The appeal shall be reviewed by an independent panel appointed by the Committee, which shall make a final determination.

16. Disciplining Members

16.1. Grounds for Disciplinary Action
- Members may be subject to disciplinary action for conduct that:
  - ◊ Breaches the Club's Constitution, rules, or Code of Conduct.
  - ◊ Brings the Club into disrepute.
  - ◊ Is detrimental to the interests of the Club or its members.

16.2. Disciplinary Process
- Any member may report a breach or complaint to the Committee. Reports should be made in writing and include detailed information about the alleged misconduct.
- The Committee shall conduct a preliminary assessment to determine if the complaint warrants a formal investigation. The member in question shall be notified of the complaint and given an opportunity to respond.
- If the preliminary assessment indicates a need for further action, the Committee shall appoint an impartial investigator or sub-committee to conduct a thorough investigation. The investigation shall include interviews with relevant parties and a review of any pertinent evidence.
- If the investigation finds sufficient grounds for disciplinary action, a disciplinary hearing shall be scheduled. The member shall be given at least 14 days' notice of the hearing, including details of the allegations and the evidence to be presented.
- The disciplinary hearing shall be conducted by the Committee or a designated disciplinary panel. The member shall have the right to present their case, call witnesses, and provide evidence. The hearing shall be conducted in a fair and impartial manner.
- Following the hearing, the Committee or disciplinary panel shall deliberate and make a decision based on the evidence presented. The decision shall be communicated to the member in writing within 7 days of the hearing, including the reasons for the decision and any disciplinary actions to be taken.

16.3. Disciplinary Actions
- The Committee may impose one or more of the following disciplinary actions:
  - ◊ A formal warning.
  - ◊ Suspension of membership for a specified period.
  - ◊ Expulsion from the Club.

◊ Any other action deemed appropriate by the Committee.

16.4. Appeals

- The member has the right to appeal the Committee's decision. The appeal must be submitted in writing within 14 days of receiving the decision.
- An independent panel appointed by the Committee shall review the appeal. The panel's decision shall be final and binding.

16.5. Confidentiality

- All disciplinary proceedings shall be conducted in a confidential manner to protect the privacy of the individuals involved.

16.6. Documentation

- The Club shall maintain records of all disciplinary actions, including the investigation, hearing, decision, and any appeals.

16.7. Communication

- The outcome of the disciplinary process shall be communicated to all parties involved in a timely and clear manner. The Committee shall ensure that the communication is respectful and provides a rationale for the decision made.

17. Insurance

The Club shall maintain appropriate insurance coverage to ensure that the Club, its members, and participants are adequately protected against risks and liabilities.

17.1. Coverage

- The insurance policies shall cover activities sanctioned by the Club, including training sessions, matches, events, and other official functions.
- The Committee shall review the insurance coverage annually to ensure it meets the needs of the Club and complies with legal requirements.

17.2. Claims

- In the event of an incident that may give rise to an insurance claim, members must report the incident to the Committee as soon as possible.
- The Committee shall assist in the preparation and submission of insurance claims and ensure that all necessary documentation is provided.

17.3. Communication

- Information about the Club's insurance policies, including coverage details and claim procedures, shall be communicated to all members.
- The Committee shall ensure that members are aware of their responsibilities and the steps to take in the event of an incident.

18. Indemnity

Every member of the General Committee and every Office Bearer of the Club shall be indemnified out of the assets of the Club against any liability incurred in the execution of their duties. This indemnity covers any costs or expenses incurred in defending legal proceedings, whether civil or criminal, provided that the individual is acquitted or granted relief by a court in respect of any negligence, default, breach of duty, or breach of trust.

19. Amendments to the Constitution

19.1. Amendments to this Constitution may be made at the AGM or a Special General Meeting, provided that notice of the proposed amendment has been given to all members at least 21 days prior to the meeting.

19.2. Amendments require a two-thirds majority of those present and voting.

19.3. In the event of any amendments, the Public Officer must ensure compliance with Section 20 of the Act.

20. Dissolution

20.1. The Club may be dissolved by a resolution passed by a two-thirds majority at a Special General Meeting convened for that purpose.

20.2. In the event of dissolution, any remaining assets shall be distributed to a non-profit organization with similar objectives.