



PADSTOW HORNETS SOCCER CLUB
INCORPORATED

Stuart Street Reserve, Padstow.
9792 3726

CONSTITUTION

Correspondence: P.O Box 72, PADSTOW 2211



PADSTOW HORNETS SOCCER CLUB INC.

CONSTITUTION

ARRANGEMENT

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1. Name of Club.

- a) The club shall be known as the “PADSTOW HORNETS SOCCER CLUB INCORPORATED” (“The Club”).
- b) The colours of the Club shall be Sky Blue, Black and White.
- c) PADSTOW HORNETS SOCCER CLUB INCORPORATED was registered with the Department of Consumer Affairs on the twenty-first day of February 1994 and the certificate of registration shall be held by the Secretary of the Club.

2. Definition.

- a) Constitution – Regulations and By Laws for the running of the Padstow Hornets Soccer Club Incorporated
- b) Amendment to this Constitution can only be proposed to an AGM to the Secretary in writing 14 days prior to the meeting.

3. Objectives of the Club.

- a) Establish and foster the game of soccer in NSW.
- b) Promote and advance the interest and status of the Club and such other body or association with which the club may from time to time be affiliated.
- c) Adopt all lawful means of increasing the status and prestige of the Club and such other body or association with which the Club may be associated, and furthering its objects by the granting of prizes, trophies, pennants, jackets, medals, rewards and donations.
- d) To assist or conduct social activities and charitable appeals for the purpose of raising funds to further the objectives of the Club.
- e) To subscribe to the funds of the Bankstown District Amateur Soccer Association (BDASA) or such other body with which the Club may from time to time be affiliated.
- f) To promote social intercourse, preserve, foster and encourage good fellowship, friendship and sportsmanship amongst club members, supporters and other associated clubs.

4. By-Laws.



- a) The Club shall be strictly non-political, non-sectarian and non-ethnic.
- b) The funds of the Club shall not be used for or paid to the interests of any religious or political party whatsoever.
- c) The income and property of the Club whenever desired shall be applied solely to promote the objects of the Club as set forth in the rules, regulations and by-laws.
- d) No portions of the Club funds or monies shall be paid or transferred directly or indirectly to members of the Club, except in good faith of remuneration for monies expended on behalf of the Club and approved by a general meeting.
- e) No member of the Management Committee or governing body of the Club shall be appointed to any salaried office of the Club, or receive remuneration except by repayment of out of pocket expenses approved by the Committee.
- f) Upon the dissolution or winding up of the Club, any properties or monies remaining in the Club's name, shall be dispersed as determined by an extraordinary general meeting.
- g) The Executive Committee where they see fit may appoint person/s to paid positions within the club where they deem it necessary but with the approval of a General Meeting of the Club.
- h) The Executive shall in the event of a discrepancy in the financial position of the club being unable to be clarified to the satisfaction of the members an external audit shall be immediately arranged of the club's financial status and a report be made to the members.

5. Rules & Regulations for Club Membership.

- a) Membership of the Club shall be open to all persons interested in promoting the objects of the Club, and such membership shall be unlimited, provided it meets with the approval of the Committee, and submitted on the required form and accompanied by the annual subscription.
- b) Membership of the club shall be as follows:-
 - One Parent per Registered Junior Player (to a maximum of two memberships per family)
 - Registered Senior Players
 - Persons who have paid the prescribed subscription.
 - Life members.

No one person shall be entitled to more than one membership.

- c) The period of membership shall be from 1st January to 31st December of each year, the annual subscription to be determined at the A.G.M. Members or persons wishing to join after the 30th June of each year will be ineligible to vote on matters requiring such a vote.
- d) Membership of the Club will be forfeited by any person deemed guilty of conduct prejudicial to the objects and By-Laws of the Club, and will be answerable to the Committee for such conduct.
- e) Only financial members shall be eligible to vote on matters requiring such vote.



- f) Any member may forfeit the privilege of membership, be suspended indefinitely, or for such a period as the committee may see fit, if in the opinion of the committee :
- Membership was obtained by improper means or without the required qualifications.
 - Subscriptions have not been paid within one calendar month of becoming due, and after that period neglect for one week to pay such arrears, after notification by the Secretary.
 - A members conduct is contrary to rules, regulations and by-laws, or is detrimental to the interest of the Club and is calculated to bring the Club into disrepute or contempt.
 - A member is convicted of a criminal offence involving dishonesty, fraud or misconduct of a serious nature.
 - In the event of members being in default under paragraph d, or ceasing to be a member of Padstow Hornets Soccer Club, their membership shall be deemed to be forfeited, and the Secretary shall forthwith remove their name from the register.
- g) Playing members of the Club failing to pay any playing fee, or fee imposed by the Club or other body with the Club may be affiliated from time to time, shall be disqualified from holding any office or participating in any business or activity whatsoever until such monies owed by the member have been paid.
- h) All playing members registered with the Club, shall at all times, abide by the regulations and instructions issued by the Club or other body with which the Club may be affiliated from time to time. Any member refusing to abide by such regulations or instructions shall render themselves liable to immediate suspension or expulsion from the Club.
- i) Members resigning from office or club, must do so in writing stating the reason for doing so, any pay all monies due, to the Club.

6. Life Membership.

- a) Life memberships shall be voted upon at an Annual General Meeting. (AGM)
- b) Nominations for Life membership shall be in writing and be lodged with the Secretary at least 14 days prior to the AGM and shall have at least one seconder.
- c) Any member shall be eligible for nomination but nominations shall be only considered in cases of exceptional contribution/service to the club.
- d) The awarding of Life Membership shall be by formal vote upon nomination and requires a simple majority of members. Where no simple majority is possible the President shall have the casting vote.
- e) Upon majority vote the recipient shall receive a Life Member's Jacket as approved by the Executive Committee.



7. Executive Committee.

The Executive Committee shall consist of:-

President.
Vice President
Secretary.
Treasurer.

Such Executive Committee Officers shall be recognised as the governing authority of the Club and shall be ex officio members of all club committees and ancillary bodies.

8. Management Committee.

All other members elected to positions at the Annual General Meeting shall form the Management Committee of the Club. These members shall be required to perform the duties for which they are elected and attend Management Committee meetings when requested by the President.

9. Annual General Meeting.

- a) At each A.G.M the following business shall be transacted:
 - Acceptance of Minutes from previous A.G.M.
 - Annual Report and Balance Sheet.
 - Auditor's Report.
 - President Report on behalf of the Executive Committee.
 - Election of Officers.
- b) A Balance Sheet and all other necessary accounts and reports shall be prepared and submitted to the Auditors with accompanying books and vouchers necessary for examination. All officers and committee members shall answer and supply all information requested and required by the Auditors.
- c) A copy of the Balance Sheet and Auditor's report shall be placed before the Annual General Meeting.
- d) At each A.G M. the following officers shall be elected:
 - President.
 - Vice President.
 - Secretary.
 - Assistant Secretary.
 - Treasurer.
 - Assistant Treasurer.
 - Registrar.



- Recorder.
 - Publicity Officer.
 - Equipment Officer.
 - Trial Games Co-Ordinator.
 - Sponsorship Co-Ordinator.
 - Canteen Manager.
 - Delegates to the BDASA (2)
 - Management Committee (maximum of 6 to be elected)
- e) Club auditors for the following year shall be nominated and decided at the A.G.M.
- f) An ordinary general meeting shall elect such other officers or committee members as shall be deemed desirable.
- g) The M.C together with elected officers may make decisions they deem necessary for the functioning of the Club activities, and any of the aforementioned may be enlisted to act in the position of Association Delegate to the appropriate body.
- h) Each Club officer will be elected by ballot, and the presiding officer shall cause to be appointed, a returning officer and (2) two scrutineers, who shall, under the direction of the presiding officer, issue such ballot papers as are necessary. The returning officer shall declare the results of such ballots. In the event of equal number of votes being cast for any one office, the chairman shall direct such ballots to be retaken.
- i) All officers shall be elected by a majority vote and such election shall be a secret ballot and not a show of hands.
- j) All members shall be nominated at the A.G.M by a member personally present, or by proxy.
- k) The committee or members in general meetings shall fill casual vacancies.
- l) All elected officers shall hold office until they resign or successors are appointed by an A.G.M.
- m) An A.G.M. shall be held at the completion of the season and before 31st December each year.
- n) Each A.G.M. shall be advertised at least 21 days prior to the meeting.
- o) All motions to be put before the AGM shall be in writing and be in the hands of the Club Secretary 14 days prior to the meeting.

10. General Meetings.



The Executive Committee shall be recognised as the governing authority of the Club and shall be ex-officio members of all Club committees and auxiliary bodies.

- a) In matters of urgency, and where it is not possible to convene a committee, the executive officers shall be entitled to act on behalf of the Club.
- b) The Club shall meet at least once a month at such time and place as the committee shall direct. The following business shall be transacted at such meeting:
 - Welcome to new Members
 - Receipt of unconfirmed minutes of previous meeting.
 - Confirmation of minutes
 - Business arising out of the minutes
 - Secretaries report
 - Treasurers report
 - Registrar
 - Sponsorship
 - Publicity
 - Equipment
 - Delegates
 - Cricket Club report
 - General business
- c) At each general meeting held by the Club, seven (7) members present shall constitute a quorum. These meetings shall be called an Ordinary General Meeting. All other meetings shall be called Special General Meetings.
- d) Elected officers or committee members absenting themselves from three (3) consecutive meetings without undue reason or apologies shall be deemed to have vacated such office or position, and the meeting shall proceed to fill such vacancy.
- e) The official Club colours shall be decided at general meeting and notified to the governing body of the association with which the Club is a member.

11. Affiliated Clubs.



An AGM may approve the formation of other clubs within the Padstow Hornets Soccer Club Incorporated.

Such clubs are:

- A) To be self funding.
- B) Elect their own Committee.
- C) Provide a delegate to the Padstow Hornets Soccer Club Incorporated.
- D) Provide the following information to the Executive Committee on a monthly basis:-
 - Minutes of the previous meeting/s
 - Statement of Financial Position
 - General Summary of Operations
- E) Provide a statement of it's Financial Position and Auditors Report and A.G.M. minutes to the Executive Committee after each A.G.M.
- F) Be in sync with the purpose and objectives of the Padstow Hornets Soccer Club Incorporated.
- G) Provide a copy of their Constitution to the Executive Committee of the Padstow Hornets Soccer Club.

12. Banking

- a) All monies shall become the property of the Club and be placed in such Bank or Banks, as the Executive Committee shall from time to time determine.
- b) Under no circumstances shall any refunds or monies be paid to any member or shall any monies received be paid to any charitable, benevolent welfare, sickness, accident or any other fund not herein provided for in these rules, unless and until such authority for payment of same is authorized by the members of the Club in General meetings.
- c) All banking accounts shall be in the name of the Club and such accounts shall be operated on by the Treasurer, Secretary and President of the Club or in such other manner as shall be determined on by the members of the Club in General meeting.
- d) No member of the Executive Committee, Management Committee, Club Member or any other person whatsoever shall without consent of a general meeting expend or authorize the expenditure at any time a sum of in excess of \$50:00.
- e) The committee without the consent of Club members in general meeting shall incur no debt or liability for which funds are not immediately available.

13. Elected Officers.



President:

- a) The President shall preside at all meetings of the Club and the Committee thereof. He/she shall see that the meetings are carried out in a proper and dignified manner and in strict accordance with the Constitution.
- b) He/she shall at all times be treated with respect and courtesy by members of the Club at meetings and Club functions. He/she shall direct the officers and committee members of the Club in the carrying out of their duties in such manner as such cause the activities of the Club to function smoothly and efficiently.
- c) He/she shall see that Club matters are dealt with in their proper order on the agenda paper, and in accordance with the rules of debate. Finally, he/she must preserve order. The preservation of order includes the prevention of interference with speakers by private talk or heckling remarks and the prohibition of offensive statements or the imputations of improper motions or conduct against any Club members or member.
- d) He/she shall call upon speakers to withdraw and apologise. He/she may require them to resume their seat which power he may also exercise in the case of speakers who are unduly longwinded or who do not keep to the point under discussion.
- e) In Committee he/she may conduct proceedings less formally but only if business is thereby expedited.
- f) He/she shall be the Club Director and Co-ordinator of all Club activity and must not permit business to be deferred to a General Meeting which can properly be handed by the Committee. He/she shall both in and out of meetings see that his Officers are performing their duties and report any default to the meetings.
- g) He/she shall ensure that the Constitution and rules are strictly observed and should at all times encourage loyalty and co-operation and friendliness among Club members and supporters.
- h) In his/her absence or by his/her authority, these duties may be assumed by his/her Vice president.

Secretary.

- a) The secretary shall attend all club meetings and functions and shall be recognised as the Chief Administrator, Public Officer of all Club activity.
- b) Shall record the minutes of all Club meetings and committee meetings, shall attend to all outward and inward correspondence and see that same are filed in their correct order.
- c) Shall keep a register of injuries sustained by all club members.
- d) He/she shall under instruction from the Committee convene all general and committee meetings of the Club and notify all members of the time, place and holding of such meetings. Such notice may be given in writing or by telephone and such notice may be given orally. He/she shall have authority to convene such special meetings as are deemed advisable or desirable.
- e) He/she shall as far as practicable record the precise words of all motions and amendments that are proposed, together with the names of the movers and seconder and whether the proposals are carried or rejected should appear. The comments or suggestions of speakers need not and should not be recorded.



- f) He/she shall as far as practicable see that the Club is registered with such affiliated body as the Committee shall determine and where desirable obtain in the name of the Club all such licences as may be deemed advisable or desirable.
- g) He/she shall if desired, supervise and arrange all Club activities, social business, ceremonial and otherwise, which are undertaken.
- h) He/she shall see that all Clubs property is kept in proper custody is accounted for and properly issued, and report any loss or damage thereof to the Committee.
- i) He/she shall on request attend to the transfer or clearance of such players or players as desired and such clearance and transfer shall not be granted to such player or players if a charge is laid or monies owed.
- j) He/she shall record in such register the particulars of any charge laid against any player or players and make such particulars available to the Committee when requested to do so, and shall record other information and make same available as may be deemed advisable or desirable.

Treasurer.

- a) The Treasurer shall receive all monies for and on behalf of the Club.
- b) He/she shall open an account in the name of the Club at such facility as the Committee may direct.
- c) He/she shall issue a receipt for all monies received no matter how small and such receipt shall be only issued from the official receipt book.
- d) He/she operates and signs in conjunction with the President and Secretary all cheques for and on behalf of the Club. He/she shall see that all accounts are paid by cheque.
- e) He/she shall keep a proper record of all monies received and expenditure thereof. He/she shall file all accounts and see that such accounts are correctly entered in the ledger provided for such purpose. He/she shall pay all accounts promptly when authorized to do so by the Committee.
- f) He/she shall at each general meeting, fortnightly, monthly, of the Club and Committee meetings present to such meeting a detailed statement of all monies received and expenditure thereof and shall supply such details as the members in general or Committee meeting shall desire.
- g) He/she shall from time to time as desired or requested, issue petty cash for such purposes as the Committee may direct and cause same to be correctly entered in the petty cash account book.
- h) He/she shall in conjunction with the Auditor, President and Secretary prepares the Annual Balance Sheet and Statements of receipts and expenditure and presents it to the Annual General Meeting.
- i) He/she shall see that on payments are made without due authority having been given for it and that such payment and authority is entered in the Minutes Book of the Club.

Committee.

- a) The Committee shall consist of all members who were elected to positions as designated in section 9 (d) of the Constitution who shall be financial members of the Club and such Committee consists of not less than five (5) members of the Club.



- b) They shall meet at least once in each calendar month at such times and place as may be desirable or expedient, and five (5) members present shall form a quorum.
- c) The management and control of the Club and of its funds and property shall be vested in the Executive Committee.
- d) The Committee shall determine and regulate its own proceedings. May appoint sub-committees from its own members with such powers as it may prescribe and may generally conduct the business of the Club, subject to the provisions and by-laws of the Club or affiliated body as desired from time to time.
- e) The Committee shall from time to time have the authority to arrange friendly and competitive matches against other Clubs or teams, or enter any team in any other games or competition not provided for, having due regard to the priority of matches arranged for and notified to the Club by the affiliated body or Association.
- f) They shall as far as practicable and convenient notify the Secretary of the Association or the affiliated body of the intention of the Club to play such competitive or friendly games not provided for by such Association or affiliated body.
- g) They shall exercise control of and jurisdiction over the issue of all trophies, pockets, medals, pennants, cups, etc, donated to the Club for any purpose whatsoever, having due regard to the wishes of the donor thereof.
- h) The Committee shall consistently within these rules, from time to time, make, vary or repeal, by-laws for the regulations and good government of the Club, its members and affairs, provided that such by-laws shall not have any force of effect unless and until they are approved by the members of the Club in general meeting.
- i) They shall at all times see that the affairs of the Club are carried out in accordance with the Constitution of the Club and in accordance with the direction of the members of the Club given in general meeting.
- j) They shall at all times be prepared to render assistance to the Club, Club members or next of kin of Club members.

Registrar.

- a) The registrar shall be provided with a ledger in which he/she shall record the names, ages, etc, of all playing Club members.
- b) He/she shall, in conjunction with the respective Team Managers, see that all playing and registration forms are filled out and signed in a correct manner and forward to the proper authority.
- c) He/she shall from time to time, and as desired, report on the financial standard of any player or players who fail to keep themselves financial in the Club.

Publicity Officer.

- a) The Publicity Officer shall attend to all matters pertaining to the publicising of all Club activities, social or otherwise.
- b) He/she shall obtain the results of all matches played by teams under the authority of the Club and make particulars of it available to the local press.



- c) He/she shall attend to the printing of all items required by the Club for social and other purposes and carry out such other duties as may be requested by the Committee.

Equipment Officer.

- a) The Equipment Officer shall be responsible for the purchase and repairs of all equipment required for the fielding of teams for competition and training.
- b) He/she shall obtain approval for expenditure for any equipment as per Clause 12 (d)
- c) He/she shall keep a record of all equipment held by the club.
- d) He/she shall keep a record of all equipment issued to coaches, managers and players.
- e) He/she shall ensure all equipment is returned at the conclusion of each season and report any discrepancies to the Executive Committee.

Sponsorship Co-Ordinator.

He/she shall if practicable, endeavour to solicit assistance from local business and other persons interested in promoting the objects of the Club.

Canteen Manager.

- a) He/she shall be responsible for the overall management and running of the Canteen
- b) He/she shall report to each meeting the finances of the canteen.
- c) He/she shall obtain approval for expenditure as per Clause 12 (d).
- d) He/she shall ensure all monies are banked as soon as possible on the first working day after trading.

All Other Committee Members.

Carry out duties as defined by the Executive Committee.

Accepted by a Resolution at an Extra Ordinary Annual General Meeting on Wednesday 28th February 2001.

President: _____

Secretary: _____



Ammendments:

AGM 31/10/2001

Section 5 Item C: Add wording to existing sentence

“Members or persons wishing to join after the 30th June of each year will be ineligible to vote on matters requiring such a vote”.

Motion by A.Cohen President. Seconded by Alan O’Leary Vice President