

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

**RULES OF THE
AIRPORT WEST FOOTBALL CLUB INC.**

REGISTRATION NUMBER: A0000107W

V-2 5-7-10

RULES OF THE

AIRPORT WEST FOOTBALL CLUB INC.

1. Name and purpose

(1) The name of the incorporated association is the '*Airport West Football Club Inc.*', incorporating Airport West/St Christophers Juniors for the purpose of all Under 10, 12 and 14 football teams.

(2) The purpose of the Airport West Football Club Inc. is to promote, encourage and foster Australian Rules football at all age levels in the Airport West area, including the provision of facilities for the enhancement of the social and personal well being of all participating players and supporting members.

(3) In providing for the purpose in sub-rule (2) the Airport West Football Club Inc. will assist, wherever practical and possible to do so, the inclusion of community or other specific purpose programs sponsored or initiated by the Moonee Valley City Council.

2. Definitions

(1) In these Rules, unless the contrary intention appears-

"Act" means the **Associations Incorporation Act 1981**;

"Committee" means the ordinary committee of management of the Airport West Football Club Inc.;

"Executive committee" means the committee formed by the president, vice-president, junior vice-president, treasurer and secretary;

"Financial year" means the year ending on 30 September;

"General meeting" means a general meeting of members convened in accordance with rule 12.

"Member" means a member of the Airport West Football Club Inc.;

"Ordinary member of the committee" means a member of the committee who is not an officer of the Airport West Football Club Inc. under Rule 21;

"Regulations" means regulations under the Act;

"Relevant documents" has the same meaning as in the Act.

2. Secretary

In these Rules, a reference to the Secretary of the Airport West Football Club Inc. is a reference;

(a) if a person holds office under these Rules as Secretary of the Airport West Football Club Inc., to that person; and

(b) in any other case, to the public officer of the Airport West Football Club Inc.

3. Alteration of the rules

These Rules and the statement of purposes of the Airport West Football Club Inc. must not be altered except in accordance with the Act.

4. Membership, entry fees and subscription

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Airport West Football Club Inc. on payment of the entrance fee (if applicable) and annual subscription payable (where applicable) under these Rules. Membership categories may include

Full Member Categories

- (a) Member Non Playing
- (a) Member Player
- (b) Member Life

Other Categories (All below are non voting)

- (c) Member Social
- (c) Member Social Associated
- (d) Member Junior
- (e) Member Social Visiting

Only Full Members are entitled to vote at any general meeting convened for the purposes of conducting club business.

(2) A person who is not a member of the Airport West Football Club Inc. at the time of the incorporation of the Airport West Football Club Inc. (or who was a member at that time but has ceased to be a member) may not be admitted to membership unless-

(a) he or she applies for membership in accordance with sub-rule (3); and

(b) the admission as a member is approved by the committee.

(3) An application of a person for membership of the Airport West Football Club Inc. may;

(a) be made in writing in the form set out in Appendix 1; and

- (b) be lodged with the Secretary of the Airport West Football Club Inc..
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable;
- (a) notify the applicant in writing of the approval for membership; and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Airport West Football Club Inc.;
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The payment of an entrance fee may be levied on new members. The committee may agree not to levy an entrance fee in which case only the amount determined in sub-rule (12) will apply.
- (12) The amount of the annual membership is set by the committee prior to the commencement of the season and is payable before 1 May in each year.

(13) Life Member

The committee of the Airport West Football Club Inc. may at its discretion, appoint Life Members. Unless special circumstances determine otherwise, the qualification for life membership will be as follows,

Step 1 "Eligibility Criteria"

The below points are to be awarded for each completed year of service as a Full Financial Member. (Not Social Members) (Except for the junior component of the "300 Game Criteria")

The proposed nominee must have accumulated 100 points or more to be considered as a potential nominee.

100 Points Player, 300 APWFC Games (Juniors & Seniors)

The below points are to be awarded for each completed year of service.

If the member holds multi positions point credits do not accumulate and will be calculated at the higher rate only to a maximum of 10 points per year except for "Club Person Of The Year" who will have the bonus 10 points added to their yearly total.

10 Points	Executive Committee & Recipient "Club Person" Of That Year
8 Points	General Committee
7 Points	Manager or Dept Head
6 Points	Club Official, Coach or Open Age Player
5 Points	Club Helper, Assistant to Any Of The Above

Step 2 "Nomination"

- a Only a "Full Member" can nominate a person for "Life Membership" if they meet the 100 point Eligibility Criteria.
- b The "Nomination" must be "Seconded" by another "Full Member".
- c Must be in written form and include a brief summary of time lines, achievements, positions held and any other details for due consideration.
- d Must be submitted to "The Secretary Airport West Football Club" To arrive no later than 1st August of the proposed year.
- e All nominations & discussion should be strictly confidential at all times.
- f Due consideration must be given to character and behaviour over the years of service also.

Step 3 "Executive Committee Evaluation Of Nomination"

- a All applicants will be discussed at only executive board level at this point only.
- b Each Executive member will carry out its own assessment on the "Proposed Life Member" nomination.
- c The 100 point Nominee can be refused on the grounds of character and behavior at the "Executives" discretion.
- d If no formal meeting is convened then a proxy vote between Executive members will be accepted.
- e Next "Executive Meeting" a vote will be held with a "Unanimous Vote" needed to proceed to step 4.

Step 4 "General Committee"

- a Ask the "General Committee" to endorse by "Majority Vote" the recommendations of the "Executive Nomination"
- b Any substantial verbal objections at this point need to be considered by the "Executive" before any vote with the "General Committee" can take place.

- c The "Executive" will then re convene and consider the evidence put forward and if the "Executive" continue with the nomination then re submit to step 4-A. The "Executive" may withdraw the nomination if they believe that the nominee is not worthy recipient.
- d If successful the recipient will then be presented with Life Membership at a Presentation Night, AGM or a suitable club gathering.

(14) On the day of competition all visiting team members, club officials, and supporters who meet their own respective club's membership requirements shall be deemed a Visiting Member with all the rights of a Full Member with the exception of any right to vote on club matters or stand for office.

5. Register of members

- (1) The Secretary must keep and maintain a register of members containing;
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

6. Ceasing membership

- (1) A member of the Airport West Football Club Inc. who has paid all moneys due and payable by a member to the Airport West Football Club Inc. may resign from the Airport West Football Club Inc. by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1);
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Airport West Football Club Inc., the committee may by resolution;
 - (a) fine that member an amount not exceeding \$500; or

(b) suspend that member from membership of the Airport West Football Club Inc. for a specified period; or

(c) expel that member from the Airport West Football Club Inc..

(2) A resolution of the committee under sub-rule (1) does not take effect unless;

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Airport West Football Club Inc. under this rule, the Airport West Football Club Inc. confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice;

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following;

(i) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Airport West Football Club Inc. in general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must;

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Airport West Football Club Inc. in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Airport West Football Club Inc. to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Airport West Football Club Inc. convened under sub-rule (7);

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. Disputes and mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between;

(a) a member and another member; or

(b) a member and the Airport West Football Club Inc..

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

- (4) The mediator must be;
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement;
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Airport West Football Club Inc.; or
 - (ii) in the case of a dispute between a member and the Airport West Football Club Inc., a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Airport West Football Club Inc. can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must;
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual General Meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Airport West Football Club Inc. The annual general meeting will be held in the month of October each year.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be;

(a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

(b) to receive from the committee reports upon the transactions of the Airport West Football Club Inc. during the last preceding financial year; and

(c) to elect officers of the Airport West Football Club Inc. and the ordinary members of the committee; and

(d) to receive and consider the statement submitted by the Airport West Football Club Inc. in accordance with section 30(3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. *Special General Meetings*

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The committee may, whenever it thinks fit, convene a special general meeting of the Airport West Football Club Inc.

(4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

(5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Airport West Football Club Inc..

(6) The request for a special general meeting must;

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Secretary.

(7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

(8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Airport West Football Club Inc. to the persons incurring the expenses.

11. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. *Notice of general meetings*

(1) The Secretary of the Airport West Football Club Inc., at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Airport West Football Club Inc., must cause to be sent to each member of the Airport West Football Club Inc., a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent;

(a) by prepaid post to the address appearing in the register of members; or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13. *Quorum at general meetings*

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present;

(i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

(ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. Presiding at general meetings

(1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Airport West Football Club Inc.

(2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15. Adjournment of meetings

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.

(4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. Voting at general meetings

(1) Upon any question arising at a general meeting of the Airport West Football Club Inc., a member has one vote only.

(2) All votes must be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

(4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Airport West Football Club Inc. have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. Poll at general meetings

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other

question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of determining whether resolution carried*

If a question arising at a general meeting of the Airport West Football Club Inc. is determined on a show of hands;

(a) a declaration by the Chairperson that a resolution has been-

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the minute book of the Airport West Football Club Inc.

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. *Proxies*

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be in the form set out in Appendix 2.

20. *Committee of Management*

(1) The affairs of the Airport West Football Club Inc. shall be managed by the committee of management.

(2) The committee;

(a) shall control and manage the business and affairs of the Airport West Football Club Inc.; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Airport West Football Club Inc. other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Airport West Football Club Inc.; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Airport West Football Club Inc.

(3) Subject to section 23 of the Act, the committee shall consist of;

(a) the officers of the Airport West Football Club Inc.; and

(b) up to 15 ordinary members, each of whom shall be elected at the annual general meeting of the Airport West Football Club Inc. in each year.

21. Office holders

(1) The officers of the Airport West Football Club Inc. shall be;

(a) a President;

(b) a Vice-President;

(c) a Junior Vice-President;

(c) a Treasurer; and

(d) a Secretary

and shall be referred to as the executive committee.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each officer of the Airport West Football Club Inc. shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

(5) The role of the Executive Committee will be;

(a) to deal with all accounts and financial matters, to authorise expenditure and incur liabilities on behalf of the Airport West Football Club Inc.

(b) to deal with all breaches of rules and in conjunction with the ordinary committee to ensure the good conduct of the Airport West Football Club Inc.

- (c) to form sub committees and delegate any of its powers in appropriate circumstances
- (d) to deal with all matters referred by the ordinary committee
- (e) to manage the affairs of the Airport West Football Club Inc. as required

and in the exercise of its powers and / or duties, the decision of the Executive Committee will be final, binding and conclusive.

22. Ordinary members of the committee

(1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Airport West Football Club Inc. to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of officers and ordinary committee members

(1) Nominations of candidates for election as officers of the Airport West Football Club Inc. or as ordinary members of the committee may be;

- (a) made in writing, signed by two members of the Airport West Football Club Inc. and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

- (b) delivered to the Secretary of the Airport West Football Club Inc. not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may also be nominated (and seconded) by a Full Member at the annual general meeting. The nominee must indicate acceptance at the time of nomination.

(3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected.

(4) 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.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. *Vacancies*

(1) The office of an officer of the Airport West Football Club Inc., or of an ordinary member of the committee, becomes vacant if the officer or member;

(a) ceases to be a member of the Airport West Football Club Inc.; or

(b) becomes an insolvent under administration within the meaning of the Corporations Law; or

(c) resigns from office by notice in writing given to the Secretary.

Such vacancies will be referred to as casual vacancies.

(2) Casual vacancies on the executive or ordinary committees will be filled at the next meeting of the executive committee following the vacancy occurring. Any appointment so made will remain in effect until the relevant position comes up for re election.

25. *Meetings of the committee*

(1) The ordinary committee must meet at least six times in each year at such place and such times as the committee may determine.

(2) Special meetings of the ordinary committee may be convened by the President or by any four members of the committee.

(3) The executive committee will meet at such times during the year as it determines, but not less than monthly during the football season.

26. *Notice of committee meetings*

(1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

(2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. *Quorum for committee meetings*

(1) For meetings other than executive committee meetings (where a present majority of committee members constitutes a quorum), any five members form a quorum for the conduct of the business of a meeting of the committee.

- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present;
 - (i) in the case of a special meeting -- the meeting lapses;
 - (ii) in any other case -- the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. Presiding at committee meetings

At meetings of the committee;

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is 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.

30. Removal of committee member

- (1) The Airport West Football Club Inc. in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Airport West Football Club Inc. (not exceeding a reasonable length) and may request that the representations be provided to the members of the Airport West Football Club Inc.
- (3) The Secretary or the President may give a copy of the representations to each member of the Airport West Football Club Inc. or, if they are not so given, the member may require that they be read out at the meeting.

31. *Minutes of meetings*

The Secretary of the Airport West Football Club Inc. must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32. *Teams*

(1) The committee will decide the number of teams to be entered in the governing league's competition.

33. *Coaches*

(1) The committee will appoint the coaches of the Airport West Football club Inc. and subject to sub-rule (2), all coaching positions will be advertised each season.

(2) If, after reviewing the operations of the Airport West Football Club Inc. and consulting with the coach(s), the executive committee is of the belief that retaining a coach for multiple seasons is in the ultimate best interests of the Airport West Football Club Inc., the executive committee may approve the appointment of a coach for multiple seasons. In this case that position may be exempted from advertisement as indicated in sub-rule (1).

(3) Any appointment made under sub-rule (2) will be for a period of no longer than three years and any subsequent period also no longer than three years.

34. *Awards*

(1) The committee will determine the method of allocating votes for each match and the number of awards to be presented each season.

35. *Patrons*

(1) The committee of the Airport West Football Club Inc. may appoint patrons.

36. *Funds*

(1) The Treasurer of the Airport West Football Club Inc. must;

(a) collect and receive all moneys due to the Airport West Football Club Inc. and make all payments authorised by the Airport West Football Club Inc.; and

(b) keep correct accounts and books showing the financial affairs of the Airport West Football Club Inc. with full details of all receipts and expenditure connected with the activities of the Airport West Football Club Inc.

(2) Two members of the executive committee must sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.

(3) The funds of the Airport West Football Club Inc. shall be derived from annual subscriptions, donations, canteen sales, bar sales and such other sources as the committee determines.

(4) The executive committee is empowered to deposit surplus cash funds from the season immediately preceding the annual general meeting into a special bank account for the purposes of building a reserve fund. The amount so determined shall take into account the need for cash during the summer months for normal running of the Airport West Football Club Inc. during the off season as well as any capital expenditure required during that period.

(5) The funds deposited in accordance with sub-rule (4) may only be accessed by the committee of the Airport West Football Club Inc. after the resolution is passed by a simple majority at a special general meeting convened for the purpose of approving its withdrawal. The notice of the special general meeting will be in accordance with rule 12 and specify the reasons why the committee has need to access the funds.

37. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Airport West Football Club Inc., under these Rules may be given by;

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

38. Winding up

In the event of the winding up or the cancellation of the incorporation of the Airport West Football Club Inc., the assets of the Airport West Football Club Inc. must be disposed of in accordance with the provisions of the Act.

39. Custody and inspection of books and records

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Airport West Football Club Inc.

(2) All accounts, books, securities and any other relevant documents of the Airport West Football Club Inc. must be available for inspection free of charge by any member upon request.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Airport West Football Club Inc.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF

(NAME OF THE AIRPORT WEST FOOTBALL CLUB INC.)

I,..... , ofdesire to become a
(*name and occupation*) (address)
member of the Airport West Football Club Inc.

In the event of my admission as a member, I agree to be bound by the rules of the
Airport West Football Club Inc. for the time being in force.

.....
Signature of Applicant
Date

I,..... , a member of the Airport West Football
(*name*)
Club Inc., nominate the applicant, who is personally known to me, for membership of
the Airport West Football Club Inc.

.....
Signature of Proposer
Date

I,..... a member of the Airport West Football Club
(*name*)
Inc., second the nomination of the applicant, who is personally known to me, for
membership of the Airport West Football Club Inc.

.....
Signature of Secunder
Date

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

I,.....

(name)

of

(address)

being a member of the Airport West Football Club Inc., appoint

.....

(name of proxy holder)

of

(address of proxy holder)

being a member of the Airport West Football Club Inc., as my proxy to vote for me on my behalf at the annual/special* general meeting of the Airport West Football Club Inc. to be held on

.....

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

.....

Signed

Date

* Delete if not applicable