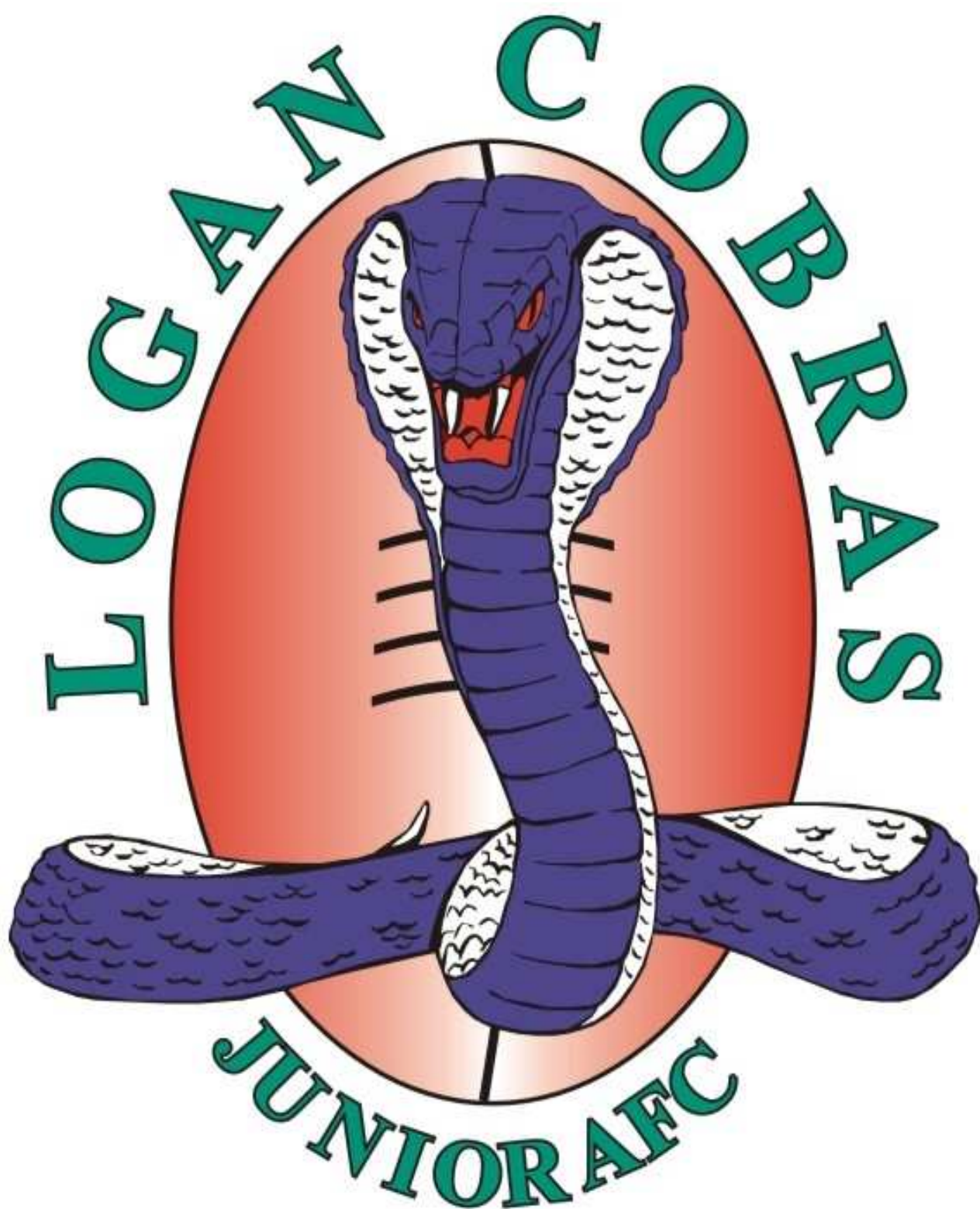


10/7/2009



Model Rules as revised 2009

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**All reference to gender whatsoever in this document is to be taken as non gender specific.
Any reference in any way to the male is and shall be taken as equal to the female.**

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1 Name.

The name of the incorporated club shall be (in these rules called "the club")
"Logan Cobras Junior AFL Inc."

2 Objects.

- (a) The objects for which the club is established for are:
- (i) To promote, arrange, control, manage, develop and encourage the playing of Australian Rules Football amongst juniors within Logan City and surrounding districts.
 - (ii) The doing of all acts and deeds which it may consider conducive to its interests and / or the interests of the game of Australian Rules Football.

3 Affiliations.

- (a) The club is to seek and maintain an affiliation with the AFL Brisbane Juniors their successors and assigns.

4 Powers.

- (a) The power of the club are:
- (i) To take over funds, assets and liabilities of the present incorporated club known as the "Logan City Junior Australian Rules Football Club Inc".
 - (ii) To subscribe to, become a member of the co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Logan Cobras Junior AFL Inc. provided that the club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of income or property among its members to and extent of at least as great as that imposed on the Logan Cobras Junior AFL Inc. under or by virtue of rule **40.h.iv**
 - (iii) In furtherance of the objects of the club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solids, for the members of the club or persons frequenting the clubs premises.
 - (iv) To purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of conveniently used in connection with, any of the objects of the club: provided that in case the club shall take or hold any property which may be subject to any trusts the club shall only deal with the same in such manner as is allowed by law having regards to such trusts.
 - (v) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of powers of the club: to obtain from any such Government or Authority any rights privileges and concessions which the club may think it desirable to obtain: and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

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- (vi) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workman and other persons as may be necessary or convenient for the purposes of the club.
- (vii) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of unsecured notes, debentures or other securities of the incorporated club, or in or about the incorporated club or promotion of the incorporated club or in the furtherance of its objects.
- (viii) To instruct, improve, maintain, develop, work manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the club's interests, and to contribute to, subsidise or otherwise assist and take part in construction, improvement, maintenance, development, working management, carrying out, alteration or control thereof.
- (ix) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.
- (x) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (xi) In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate: to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (xii) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought to be proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed alone or with others as aforesaid notes secured and unsecured, debentures or debentures stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or payoff any such securities
- (xiii) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, and other negotiable or transferable instruments.
- (xiv) In furtherance of objects of the Club, to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the club.
- (xv) To take or hold mortgages, liens or charges, to secure payments of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers or any other.
- (xvi) To take any gift or property whether subject to any special trust or not, for anyone or more of the objects of the Club but subject always to the proviso in sub rule (4.i.v)

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- (xvii) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- (xviii) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- (xix) In furtherance of the objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under virtue of Rule 40.h.iv.
- (xx) In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of anyone or more of the incorporated clubs with which the Club is authorised to amalgamate.
- (xxi) In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to anyone or more of the incorporated clubs with which the Club is authorised to amalgamate.
- (xxii) To make donations or patriotic, charitable or community purposes.
- (xxiii) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any War in which the Commonwealth of Australia is engaged.
- (xxiv) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

5 Classes of Members.

- (a) The Membership of the Club shall consist of two types of Members. They are: -
 - (i) Ordinary members. An Ordinary Member is any person who is a financial member of the Club and can call on the rights and privileges associated with that membership. An Ordinary Member has the right to vote in the Club at all General Meetings and Annual General Meetings.
 - (ii) Life Members. A Life Member is a person who has had a minimum of ten (10) years active service in the Club as well as serving in an officiating role for at least six (6) years of that period. (Officiating roles i.e. Committee Members, Coaches, Managers etc.) Life Membership can be awarded at an A.G.M. subsequent to nomination and a vote carried by the majority of members present. Any member of the club may nominate any other member to receive life membership. The nomination is to be forwarded to the Management, Committee who shall without prejudice decide upon the acceptance of that nomination and recommendation for voting at the Annual General Meeting.
 - (iii) The number of members in each case shall be unlimited.

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6 Membership.

- (a) Every person who at the date of incorporation of the Club was a member of the unincorporated Club and who on or before the date of incorporation agrees in writing to become a member of the Club shall be emitted by the Management Committee to the unincorporated Club and shall not be required to pay any further subscription until the next due date for payment of that subscription.
- (b) Every applicant for Ordinary membership of the Club (other than the members of the unincorporated Club referred in sub rule 6.a Shall be proposed by one member of the Club and seconded by another member. Both members must be financial members. The application for membership shall be made in writing, signed by the applicant, his proposer and his seconded and shall be in such form as the Management Committee from time to time prescribes.

7 Membership Fees.

- (a) The membership fees for the Club shall be such a sum, as the members shall from time to time at any general meeting so determine.
- (b) The membership fees for the Club shall be payable at such time and in such a manner as the Management Committee shall from time to time determine.
- (c) A financial member at any material time is a member who is not then indebted to the organisation in respect of annual subscription or levy or other payment whatsoever.
- (d) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the organisation.

8 Admission / Rejection of Members.

- (a) At the next meeting of the Management Committee after the receipt of any application and membership fee, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (b) Any applicant who receives a majority of the votes of the members of the Management committee present at the meeting at which such application is being considered shall be accepted as a member to or of the Club
- (c) Upon the acceptance or rejection of an application for membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

9 Termination of Membership.

- (a) A member may resign from the Club at any time by giving notice in writing to the Secretary. Such resignations shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

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- (b) If a member:
- (a) Is convicted of an indictable offence: or
 - (b) Fails to comply with any of the provisions of these rules: or
 - (c) Has membership fees in arrears:
 - (d) Or conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Club, the Management Committee shall consider whether his membership shall be terminated.
- (ii) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

10 Appeal against Rejection / Termination of Membership.

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee.
- (b) Upon receipt of notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within one month of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (c) Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but he appeal is unsuccessful, the Secretary shall forthwith refund the amount of the fees paid.

11 Register of Members.

- (a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the club and the dates of their admission.
 - (i) Particulars shall also be entered into the Register of deaths, resignations, termination's and re-instatement's of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
 - (ii) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection. Management Committee

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12 The Management Committee shall be elected at the Annual General Meeting to manage the affairs of the Club and shall be so arranged so as to consist of the Executive Committee (12e) and by other positions as below and others as required to cover various duties as determined to be required by the committee from time to time:

- (i) President / Chairman
- (ii) Vice President / Vice-Chairman
- (iii) Secretary
- (iv) Treasurer / Financial Advisor
- (v) Registrar
- (vi) Ground Person
- (vii) Media Liaison Officer
- (viii) Catering Coordinator
- (ix) Property Manager
- (x) Fund Raising Coordinator
- (xi) Functions Coordinator

(b) In the event of any office bearer resigning office or being removed there from, the vacancy shall be filled at the earliest opportunity.

- (i) Any office bearer of the Committee who is absent from three (3) consecutive Management Committee Meetings shall have to show valid reasons for non-attendance. If such reasons are deemed non-valid by the remaining members the said member shall vacate his seat on the Committee.
- (ii) Office bearers may be removed from office by a vote of no confidence, improper conduct, or failure to attend three (3) or more consecutive meetings as per Section 13a, b, and c.
- (iii) If more than the required number of candidates is nominated for an office, a secret ballot shall be taken, but if there be only the sole nomination the Chairman of the meeting shall declare the nominee duly elected. In the event of a tied vote for the office, the Chairman has the casting vote.
- (iv) The functions of Management Committee shall be.
- (v) To promote the welfare of the Club
- (vi) To control members of the Club
- (vii) To select and purchase material

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(viii) To authorise expenditure as necessary.

(d) At the Annual General Meeting of the Club, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

(i) The election of officers of the Management Committee shall take place in the following manner:

(1) Any two- (2) members of the Club shall be at liberty to nominate any other member to serve as an officer of the Management Committee.

(2) The nomination, which shall be in writing and signed by the member, his proposer and seconder, shall be lodged with the Secretary at least 14 days before the Annual General Meeting which the election is to take place.

(3) A list of candidates names in alphabetical order with the proposers and seconders names shall be posted in a conspicuous place for at least 7 days immediately preceding the Annual General Meeting

(4) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

(5) Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting providing that there is a proposer and seconder for the nomination.

(e) Executive Committee

The Executive Committee shall be made up of the following committee members as elected at the Annual General Meeting to oversee and manage the affairs of the Club and shall be so arranged so as to consist of:

(i) President / Chairman

(ii) Vice President / Vice-Chairman

(iii) Secretary

(iv) Treasurer / Financial Advisor

(v) Registrar

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13 Resignation or Removal from Office of Member of Management Committee.

- (a) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary, but such resignations shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the association where that member shall be given the opportunity to fully present the member's case.
- (b) The question of removal shall be determined by the vote of the members present at such a General Meeting.
- (c) There is no right of appeal against a member's removal from office under this section.
- (d) The Management Committee shall have power to appoint any member of the Club to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- (e) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Club, but for no other purpose.

14 Functions of the Management Committee.

- (a) Except as otherwise provided by these Rules and subject to resolutions of the Members of the Club carried at any General Meeting the Management Committee:
 - (i) Shall have the general control and management of the Administration of the affairs, property and funds of the Club: and
 - (ii) Shall have authority to interpret the meaning of the Rules and any matter relating to the Club on which these Rules are silent.
- (b) The Management Committee may exercise all the necessary powers of the Club:
 - (i) To borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of the debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or payoff any such securities.
 - (ii) To borrow money from members at a rate of interest not exceeding interest at a rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debenture and other securities, whether outright or as security for any debt liability or obligation of the Club, and to provide and payoff any such securities.
 - (iii) To invest in such manner as the members of the club may from time to time determine.

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15 Meetings of the Management Committee.

- (a) The Management Committee shall meet monthly for the purpose of advising coaches/managers and interested members of the Club of any decisions made by governing and affiliated bodies and how such decisions may effect them, to receive reports on games, to receive reports from various delegates to other committees, and to conduct any such business as may be necessary for the efficient running of the Club.
- (b) A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one third of the members of the Management Committee, which requisition shall clearly state the reasons why such a special meeting is being convened and the nature of the business to be transacted thereat.
- (c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and or appointed to the Management Committee as at the close of the last General Meeting of the members, shall constitute a quorum.
- (d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested, or any matter arising there out, if he does so vote his vote shall not be counted.
- (f) Not less than fourteen (14) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (g) The President shall preside as chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (h) If within one half (1/2) hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within one half (1/2) hour from the time appointed for the meeting, the meeting shall lapse.
- (i) A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like for, each signed by one or more members of the Management Committee.

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16 Sub Management Committees.

- (a) The Management Committee may delegate any of its powers to a sub committee consisting of such members of the Club as the Management Committee thinks fit. Any sub committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (b) A sub committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time for holding the meeting, the members present may choose one of their numbers to be Chairman of the meeting.
- (c) A sub committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by the majority of votes the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

17 All acts done by any meeting of the Management Committee or by sub committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

18 Annual General or General Meeting.

- (a) The first General Meeting shall be held at such time, not less than one month nor more than three months after the incorporation of the Club and at such place as the Management Committee may determine.
- (b) The business to be transacted at the first general meeting must include the appointment of an auditor.
- (c) The Annual General Meeting (A.G.M.) shall be held within three months (3) of the close of the financial year.
- (d) The business to be transacted at every A.G.M. shall be:
 - (i) The receiving of the Presidents report and the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Club for the preceding financial year.
 - (ii) The receiving of the Auditors Report upon the books and accounts for the preceding financial year.
 - (iii) The election of members of the Management Committee.
 - (iv) The appointment of an Auditor.
 - (v) To determine membership and fees for the season.
 - (vi) To elect Life Members if any.

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19 The secretary shall convene a special general meeting:

- (a) When directed to do so by the Management Committee.
- (b) On the requisition in writing signed by not less than one third (1/3) of the members presently on the Management Committee or not less than the number of members of the Club which equals double the number of members presently on the Management Committee plus one (1). Such requisition shall clearly state the reasons why such a general meeting is being convened and the nature of the business to be transacted there at.
- (c) Or being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

20 At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the **Executive Committee** plus one (1).

- (a) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purpose of this Rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- (b) If within one half(1/2) hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if a the adjourned meeting a quorum is not present within one half (1/2) hour from the time appointed for the meeting, the meeting shall lapse.
- (c) The Chairman may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other that the business left unfinished at the meeting from which the adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- (d) Save as aforesaid it shall not be necessary to give any notice of the adjournment or of the business to be transacted to be transacted at an adjourned meeting.

21 The secretary shall convene all General Meetings of the Club by giving not less than fourteen- (14) day's notice of any such meeting to the members of the club.

- (a) The manner by which such notice shall be given shall be determined by the Management Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing.

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- (b) Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

22 Unless provided by these Rules, at every meeting:

- (a) The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice President shall be the Chairman of if the Vice President is not present or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting.
- (b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner:
- (c) Every question, matter or resolution shall be decided by a **simple** majority of votes of the members present;
- (d) Every financial member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote, however, no member shall be entitled to vote at any general meeting, if the member's annual subscription is more than one month in arrears at the date of the meeting.
- (e) Voting shall be by show of hands or a division of members, unless not less than one fifth (1/5) of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded.
- (f) **A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote.**
- (g) **The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointee or of his attorney duly authorised in writing or, if the appointee is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Club. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.**
- (h) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

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Association Name:
I, of, being a member of
The above named Association, hereby appoint of
, Or failing him, of
, As my proxy vote for me on my behalf at the (Annual) General Meeting of the
Association, to held on the day of, 20 , And at any adjournment thereof.
Signed this day of, 20
Signature.

This form is to be used in favour of the resolution / against the resolution *.

*

Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote, as he thinks fit).

- (i) The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (j) The secretary shall cause full and accurate minutes of all questions matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next Succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the chairman of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

23 Delegates to Affiliated Bodies.

- (a) The delegate is a member of the Management Committee to be decided upon at the first Management Committee Meeting after the Annual General Meeting.
- (b) Each and every delegate nominated to the above association, committees, and any other affiliated bodies shall attend all meetings of those bodies. Should a delegate be unable to attend any meeting, the delegate must contact a suitably positioned replacement to attend the meeting. If for any reason the delegate or his appointee is unable to attend, the Secretary must be contacted. The Secretary will then appoint a proxy or proxies to the meeting stating the name or names of the proxy or proxies. A report of the delegates shall be given to the management committee at each monthly meeting.

24 Club Patrons.

- (a) Club Patrons shall be engaged at all times dependent on their availability and shall on all occasions be invited to attend all Management Committee meetings and social functions.

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25 Colours and Logos.

- (a) The colours of the club shall be purple, red, white and green with the cobra as the Club logo.

26 Power to settle disputes.

- (a) The Management Committee or duly appointed sub committee, if the need arises, shall have the power to settle disputes on any disruptive matter relating to the club, which may be submitted for adjudication.
- (b) No member shall form part of the committee proper should that member be directly involved in the matter before the committee.

27 By-Laws.

- (a) The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

28 Alteration of Rules.

- (a) Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Chief Executive of the Department Administering the Act and the Minister responsible for the administration of the Collections Act 1966.

29 Teams.

- (a) The Club shall endeavour to recruit a team or teams in each of the grades in the competition controlled and conducted by the Q.J.A.F.C. and the B.J.A.F.L.

30 Equipment .

- (a) The Club shall provide for each of its competing football teams a set of Guernsey's (numbered consecutively), and sufficient footballs for training and match games. Other training aides will be purchased on an as required basis after approval by the Management Committee. All equipment shall remain at all times the property of the Club until such times as same is disposed of by authorisation or direction of Management Committee.

31 Registrations.

- (a) The Club shall require of every junior person wishing to play under its colours a registration form duly completed and signed by the applicant and his parents/guardians or under League requirements. All such registrations shall be completed by the Registrar and recorded in a book kept for that purpose.

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32 Grading.

- (a) Junior players shall be graded to a team based on the players age and in compliance with the Q.J.A.F.C. and B.J.A.F.L. rules, shall not play in a grade lower than the player's age permits. Players wishing to play up in a higher age group must first seek the approval of their parents/guardians and coaches. This will only be permissible where that age group has a shortage of players and under no circumstances should this be detrimental to players in their right age group.

33 Coaches.

- (a) The Club shall provide each team with a coach who, shall be appointed by and be responsible to the Management Committee. All applications for coaching must be in writing. The club shall have the right to decline any application received or to withdraw or remove any person in a coaching role whom the club believes is not following the "Coaches code of conduct, abiding by the laws of football or is bringing the team and or the club into disrepute.

34 Team Managers.

- (a) The Club shall appoint a Team Manager for each of its teams who shall be responsible to the Management Committee.

35 Clearances.

- (a) All decisions on clearances shall be decided by the Management Committee at the first meeting of the Management Committee after receipt of application from the Secretary of the Q.J.A.F. C. or B.J.A.F.L.

36 Duties.

- (a) The Club shall document duty statements for all Management Committee positions, Coaches, Team Managers and any other positions required by the Club on an as required basis. Members appointed to positions must be conversant with the duty statements relating to their positions. All duty statements must be signed by the applicable members.

37 Code of Behaviour.

- (a) The Club shall document the Codes of Behaviour for coaches, players, parents and spectators. The Codes shall be made readily available to those persons mentioned and distributed widely within the Club

38 Dissolution .

- (a) A special meeting shall be convened to consider any resolution to dissolve the Club. An affirmative vote must record a majority of seventy-five percent (75%). Provided all debts and liabilities have been met, the remaining assets are to be held in trust. Administration of such a trust so made shall be vested in the hands of the current appointed Trustees for a period not exceeding eighteen (18) months during which period the disposal of any assets must conform with rule 40.

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39 Common Seal.

- (a) The Management Committee shall provide for a Common Seal and its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

40 Funds and Accounts.

- (a) The funds of the Club shall be deposited in the name of the Club in such bank or permanent building society as the Management Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
- (c) All monies shall be deposited as soon as practicable after receipt thereof
- (d) All amounts of \$100 or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (e) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (f) The Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest system.
- (g) All expenditure shall be approved or ratified at a Management Committee meeting.
- (h) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:-
 - (i) The income and expenditure for the Financial year just ended; and
 - (ii) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
 - (iii) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

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- (iv) The income and property of the Association however derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the member of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return in for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

41 Documents.

- (a) The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

42 Financial Year.

- (a) The financial year of the Club shall commence on the first (1st) of October and close on the last day of September each year.

43 Distribution of Surplus Assets.

- (a) If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, gifts to which are allowable deductions under the provisions of Section 78(4) and (5) of the Income Tax Assessment Act, and which shall prohibit the distribution of its or their income and property among its and their members to an extent at least as great as imposed on the Association, such institution or institutions to be determined by the members of the Association.

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Logan Cobras Junior AFL Inc. Code of Ethics

Coaches Code of Behaviour.

- Be responsible in your demands on young player's time, energy and enthusiasm.
- Teach your players that rules of the game are mutual agreements which no one should evade or break
- Whenever possible, group players according to age, height, skills and physical maturity.
- Avoid over-playing the talented players. The "just average" players need and deserve equal time. Avoid the "win at all costs" idea.
- Remember that children play for fun and enjoyment and that winning is part of their motivation. Never ridicule or yell at the children for making mistakes or losing a game. After all we are all "only human".
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of training sessions should take into consideration the maturing level of the children.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Follow the **advice** of physicians / attending first aid persons when determining whether an injured player is ready to recommence playing.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
- Ensure that at all times your behaviour is such that all officials and players in your Club will be proud to emulate such actions.

Logan Cobras Junior AFL Inc. Code of Ethics Players Code of Behaviour.

- Play the game for the "fun of it" and not just to please parents and coaches.
- Play by the rules and directions from your coaches.
- Never argue with an official. If you disagree, have your captain or coach approach the official during the break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment and like items in not acceptable or permitted in any way.
- Work equally hard for yourself and your team mates. Your team's performance will benefit, and so will you.
- Be a good sport. Cheer all good plays by your team. Never abuse or yell at your team mates for making mistakes. It eventually might happen to you.
- Treat all players, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- CO-operate with your coach, team manager, parents, team mates and officials at all times.

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Logan Cobras Junior AFL Inc.
Code of Ethics
Parents Code of Behaviour.

If a child is interested in playing football then, encourage them. However, if the child is not willing to play, then do not force them to do so.

Focus on the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals relating to his ability by reducing the emphasis on winning

Teach children that an honest effort is as important as a win, so that the result of each game is accepted without undue disappointment.

Encourage children to always play according to the rules and directions by their coaches.

Never ridicule or yell at a child for making mistakes or losing a game. Remember children are involved in organised sport for their enjoyment, not yours.

Remember that children learn best from example. Applaud good plays by both teams.

If you disagree with an official, raise the issue through the appropriate channels rather than question the official's judgment and honesty in public. Remember, most officials give their time and effort for your child's involvement voluntarily.

Support all efforts to remove verbal and physical abuse from sporting activities.

Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for the players and deserve support.

Logan Cobras Junior AFL Inc.
Code of Ethics
Spectator's Code of Behaviour.

Children play organised sports for fun. They are not playing for the entertainment of spectators only, nor are they miniature professionals.

Applaud good performance and efforts by your team AND their opponents. Congratulate both teams upon their performance regardless of the result.

Respect official decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do like wise.

Never ridicule or scold a child for making a mistake during a game. Positive comments are motivational.

Condemn the use of violence in any form, be it by spectators, coaches, officials or players.

Show respect for your team's opponents. Without them there would be no game.

Encourage players to play according to the rules and to obey official decisions.

Demonstrate appropriate social behaviour by not using foul or abusive language, or harassing players, coaches or officials.

Avoid the "win at all cost" idea and allow the children to enjoy the game.

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Logan Cobras Junior AFL Inc. Duty Statement Chairman.

- The Chairman shall preside at all meetings of the Logan Cobras Junior AFL Inc. Management Committee Meetings and shall ensure that the business is conducted as per the agenda documented by the Managerial Committee.
- The Chairman will ensure that all books, documents and terms of reference of the Logan Cobras Junior AFL Inc. are maintained and kept in a clean, tidy and safe condition.
- The Chairman is responsible to **raise** with all other affiliated bodies associated with the Club.
- The Chairman is responsible for the overseeing of the Management Committee and will assist all committee persons as required.

Logan Cobras Junior AFL Inc. Duty Statement~ Vice –Chairman.

- The Vice-Chairman shall understudy all duties of the Chairman and shall assume the position of Chairman in his/her absence.
- The Vice-Chairman will assist the Coaching Coordinator with the duties involved in maintaining a standard of all junior coaches.
- The Vice-Chairman is responsible to assist the Delegates from the Management Committee.
- The Vice-Chairman will assume any other duties as directed by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statement Secretary.

- The Secretary shall keep a register of all Members of the Club and an up to date records of their addresses and telephone numbers.
- The Secretary shall send out notices of all meetings to and shall keep minutes of all such meetings.
- The Secretary shall complete an agenda for all Annual General Meetings and be responsible for the drafting of the Annual report, which is submitted to the Management Committee for approval at least seven (7) days prior to the Annual General Meeting.
- The Secretary is responsible for the correspondence (both inwards and outwards) and for the custody and safe keeping of all documents relation to the Club with the exception of those documents held by the Trustee and the Treasurer / Financial Advisor.
- The Secretary is required to carry out all duties from decisions approved at all meetings.
- The Secretary shall assist the Media! Liaison Officer with all correspondence that is required.
- The Secretary shall perform such other duties as decided by the Management Committee.

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Logan Cobras Junior AFL Inc. Duty Statement Treasurer / Financial Advisor.

The Treasurer / Financial Advisor shall be responsible for the receipt and expenditure of all monies belonging to the Club. All monies received on behalf of the club shall be banked within four (4) days on receipt and all payments shall be made by chequebook pertaining to the Club.

The Treasurer / Financial Advisor shall submit to the Auditor a Cash Statement and Balance Sheet for presentation at the Annual General Meeting.

The Treasurer / Financial Advisor shall furnish interim or periodical bank statements for all Management Committee Meetings and at such times as requested to do so.

The Treasurer / Financial Advisor shall be responsible for the maintenance, upkeep and safe custody of all financial documents pertaining to the Club.

The Treasurer / Financial Advisor shall perform any other duties as requested by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statement Registrar.

The Registrar is responsible for all player registration in the correct age groups each year. Each team sheet shall be checked by the registrar weekly and any faults notified to the Management Committee immediately.

The Registrar is responsible of processing and recording all clearance applications in conjunction with the Secretary.

The Registrar shall perform all other duties as directed by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statement Grounds Person.

The Grounds person is responsible to maintain the ground and playing area in a respectable condition.

The Grounds person is responsible to mark out the ground prior to commencing all games for Logan Cobra's home game. This includes goal posts, goal post protectors, boundaries and temporary markers.

The Grounds person shall perform all other duties as requested by the Management Committee.

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Logan Cobras Junior AFL Inc. Duty Statement Catering Coordinator.

The Catering coordinator is responsible to liaise with catering contractors in regards to all functions.
The Catering coordinator shall liaise and organise such activities as pie night, sausage sizzles etc., for all teams as directed by the Management Committee.
The Catering coordinator is to liaise with the canteen convenor in regards to persons assisting the convenor on an as required basis.
The Catering coordinator shall perform all other duties as requested by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statements Coaching Coordinator.

The coaching coordinator is to formulate a coaching plan to cover all age groups and to ensure that all aspects of coaching are adhered to.
The coaching coordinator is to liaise on a one to one basis with all coaches and shall assist all coaches as required.
The coaching coordinator shall be fully conversant with the Rules laid down by the National Australian Rules Football Council and hold a current level one (1) accreditation.
The coaching coordinator shall in conjunction with the Media Liaison Officer greet all new arrivals to the Club and introduce both the players and parents to the individual coaches, team managers and the Management Committee.
The coaching coordinator is to formulate a ground usage / training plan to cover ground usage for all age groups and to ensure that all teams fairly rotate through the available playing area allowing for all aspects of training are adhered to.
The coaching coordinator shall conduct coaching seminars when special guests are invited to assist in coaching. (i.e. Lions, Q.A.F.L. players)
The coaching coordinator shall perform all other duties as requested by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statement Media / Liaison Officer.

The Media / Liaison Officer is to correlate all correspondence for the local newspapers on a weekly basis. He / She are to liaise direct with the individual Media outlets to endeavour as much exposure of the Club as possible.
The Media / Liaison Officer shall collect from all players a Players profile which can then be selected at random for such articles as "The Cobra's Hiss".
The Media / Liaison Officer shall in conjunction with the Coaching coordinator greet and welcome all new comers to the club as well as introducing the new families to the Management Committee, coaches and team managers respectively.
The Media / Liaison Officer shall perform all other duties as directed by the Management Committee.

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Logan Cobras Junior AFL Inc. Duty Statements Property Manager.

The Property Manager is responsible to keep all equipment and property that belongs to the Club in a clean and safe condition at all times. All items in need of repair or replacement shall be directed to the Management Committee.

The Property Manager shall maintain a **full** list of current equipment held by the Club and shall **liaise** with the Coaching Coordinator for new equipment that is required by the Club. Such requests shall then be submitted to the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statements Function Coordinator.

The Function Coordinator shall be responsible to the Management Committee for a suitable function program for the Club per year.

The Function Coordinator shall **liaise** with the Catering Coordinator in regards to catering.

The Function Coordinator shall **liaise** with the Fundraising Coordinator in regards to fundraising at the functions.

The Function Coordinator shall perform all duties as directed by the Management Committee.

Logan Cobras Junior AFL Inc. Duty Statements Fundraising Coordinator.

The Fundraising coordinator shall organise all forms of fund raising within the Club. The methods of fund raising shall be in two (2) parts and they are by sponsorship and raffles and shall be conducted in accordance with state legislation.

The Fundraising coordinator will **liaise** with individual and corporate bodies in regards to sponsor ship for the Club as well as individual and Business Enterprises with raffle donations etc.

The Fundraising coordinator shall pass all documents and correspondence in regards of all fundraising to the secretary and all monies shall be receipted and passed directly to the treasurer for banking.

The Fundraising coordinator shall draft a schedule of all fund raising activities for approval by the Management Committee.

The Fundraising coordinator shall perform all other duties as directed by the Management Committee.