

Rules of Ohope Junior Soccer Club Incorporated

Rule 1: Name

The name of this society is Ohope Junior Soccer Club Incorporated (referred to hereafter as the Club).

Rule 2: Objects

The objects of the Club are to encourage and enable children of the Ohope area to play association football and to do anything necessary or helpful to allow that to happen.

Rule 3: Membership

- 3.1 A member of the Club is defined as the person (parent or guardian) nominated on the Club's enrolment form for that year and is limited to one person per family. Membership of the Club will be by payment of an annual subscription.
- 3.2 Those wishing to join who have no children playing can apply to the committee for an associate membership. Acceptance is at the Committee's discretion.
- 3.3 Membership accords voting and speaking rights at Annual General Meetings and Special General Meetings.
- 3.4 Acceptance of membership is at the discretion of the Committee or its nominees. Appeals following rejection of membership application can be lodged with the Secretary.
- 3.5 Payment of a donation to the Club does not constitute membership.
- 3.6 Members vest to the Committee the responsibility of conducting the affairs of the Club in adherence with the objects in Rule 2 above.
- 3.7 Members can resign from the Club at any time by written or emailed notification.
- 3.8 Any member whose annual subscription is six months overdue will be deemed to have resigned from the Club.
- 3.9 The Committee may vote to make an ordinary member a Life Member in recognition for services to the Club. Life Members will be exempt from fees but retain all rights of an ordinary member.
- 3.10 A member can be expelled from the Club at the discretion of the Committee or their nominees for reasons including but not limited to:
 - Publicly purporting to represent the Club when no authority has been given by the Committee to do this.
 - Serious misconduct of a personal or professional nature towards another member of the Club.
 - Misconduct of a personal or professional nature towards an external body, while acting as or purporting to act as a representative of the Club.
 - Any illegal activities conducted within the Club or using the Club as an intermediary.
 - Attempting to exploit or misuse the Club or members of the Club for pecuniary gain.

Rule 4: Altering the rules

- 4.1 The rules of the Club may be altered, added to or rescinded at an Annual General Meeting or at a Special General Meeting held for the purpose. Such meetings must be announced ahead of time and are open to all members of the Club and public. Only members of the Club can vote.
- 4.2 Members can vote by proxy which must be lodged with the Secretary of the Club.
- 4.3. A two-thirds majority indicates the successful modification to the rules.
- 4.4 The President of the Committee of the Club (or acting President if the President is unable to be present) has a casting vote.
- 4.5 No addition to or alteration of the non-profit aims, personal benefit clause or the winding-up clause shall be approved.
- 4.6 The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

Rule 5: Meetings

- 5.1 Annual General Meetings shall be announced on the Club's electronic mailing list and website a month before they occur, and shall occur not later than December in any year.
- 5.2 The business of an Annual General Meeting shall be:
 - (a) Any minutes of the previous meetings;
 - (b) The President's report on the business of the Club;
 - (c) The Treasurer's report on the finances of the Club and the Statement of Accounts;
 - (d) Election of Committee Membership;
 - (e) Motions to be considered;
 - (f) General business; and
 - (g) Approval of plans for the balance of the current and next calendar years.
- 5.3 Any decisions to be made will be made by vote by show of hands, with a simple majority indicating a success. The President of the Committee may, if they feel it appropriate, call for a secret ballot on any vote.
- 5.4 Members can vote by proxy which must be lodged with the Secretary of the Club.
- 5.5 The President of the Committee of the Club (or acting President if the President is unable to be present) has a casting vote.
- 5.6 This clause does not preclude the guidelines in Rule 4 for changing the rules of the society. Decisions which change the rules of the Club require a two-thirds majority.
- 5.7 The Committee may at any time call a Special General Meeting and must do so within 14 days of receipt of a requisition in writing from 10% of the members to do so.
- 5.8 The Committee will meet not less than three times per annum with no meeting being later than six months after the previous meeting

Rule 6: Officers

- 6.1 The Committee will be elected by the membership at the Annual General Meetings, to

serve for a period of one year. The Committee will be not less than three people. The quorum will be determined at the first meeting of a new Committee.

- 6.2 The officers of the Club shall consist of a President, Secretary, and Treasurer. The Committee of the society shall include those and any other ordinary Committee members.
- 6.3 The President will chair the committee.
- 6.4 The Committee has the capacity to second members to the Committee as it sees fit for any period of the life of that Committee.
- 6.5 Should a Committee member resign before the Annual General Meeting, the remaining Committee members have the discretion to appoint a replacement, hold a bi-election, or leave the position vacant, as long as the Committee is constituted within rule 6.1. If an officer resigns another Committee member must fill that role.

Rule 7: Use of common seal

- 7.1 The common seal of the Club shall be held by the Secretary, or by a person nominated by them.
- 7.2 The seal can be used to verify documents on behalf of the Club.
- 7.3 The seal must only be used by the Secretary and must be witnessed by another Committee member.

Rule 8: Control of money

- 8.1 The funds of the Club shall be held under the control of the Treasurer of the Club, or by those appointed by them.
- 8.2 All cheques must be signed by two authorised signatories.
- 8.3 Surplus funds, which are defined as being funds well in excess of the typical operating expenses of the Club at the appropriate point in time, can be invested.
- 8.4 No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.
- 8.5 Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

Rule 9: Borrowing money

If the Club ever needs to borrow money, the matter should be raised at a Special General Meeting for resolution. The purpose of the loan must be to meet the objects of the society.

Rule 10: Winding up

- 10.1 If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other organisation or body having objects similar to the objects of the Club.
- 10.2 The provisions of this rule cannot be removed from this document and shall be included in and implied in any document replacing this document.