



RULES OF BALLAJURA ASSOCIATION FOOTBALL CLUB (INC.)

(Last Updated – September 2022)

1. NAME

- (1) The name of the Club is the Ballajura Association Football Club (Inc.).

2. DEFINITIONS

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

“Committee meeting” means a meeting referred to in Rule 20(1);

“Committee member” means a person referred to in paragraph (a), (b), (c), (d), (e) or (f) of Rule 15(1);

“general meeting” means a meeting convened under Rule 21;

“grievance procedure” means the procedures set out in Rule 11; “party to a dispute” includes a person –

who is a party to the dispute; and

who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

“member” means a member of the Club;

“ordinary resolution” means a resolution other than a special resolution;

“special resolution” has the meaning given by section 51 of the Act;

“the Act” means the *Associations Incorporation Act 2015*;

“the Club” means the club referred to in Rule 1;

“the Chairperson” means -

- (a) in relation to the proceedings at a Committee meeting or General meeting, the person presiding at the Committee meeting or General meeting in accordance with Rule 16; or
- (b) otherwise than in the proceedings referred to in paragraph (a), the person referred to in Rule 16(2)(a) or, if that person is unable to perform their functions, the Vice President;

“the Committee” means the Committee of Management of the Club referred to in Rule 15(1);

“the Registrar” means the Registrar referred to in Rule 15(1)(e);

“the Secretary” means the Secretary referred to in Rule 15(1)(c);

“the Treasurer” means the Treasurer referred to in Rule 15(1)(d); and

“the Vice President” means the Vice President referred to in Rule 15(1)(b).

3. OBJECTS OF THE CLUB

- (1) The objects of the Club are -
 - (a) to promote & encourage the development of junior & senior sports in the Ballajura area in accordance with the laws of the games as laid down from time to time by the sport's controlling bodies; and
 - (b) to encourage social and community activities for Club members.
- (2) The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members except in good faith in the promotion of those objects.

4. FINANCIAL YEAR

- (1) The financial year of the Club shall be from 1 November to 31 October each year.

5. POWERS OF THE CLUB

- (1) The powers conferred on the Club by sections 13 and 14 of the Act are subject to the following additions, exclusions or modifications -
 - (a) to carry out any activity in connection with its objects, or considered directly or indirectly, to enhance any of the Club's objects;
 - (b) to amalgamate, or enter into joint venture with, or into any arrangement for sharing, union of interest, co-operation, reciprocal concession or otherwise;
 - (c) to enter any arrangements or contractual obligations with any Government or authority, supreme, municipal, local or otherwise that may be conducive to the Club's objects;
 - (d) to engage permanent employees, and to establish and support or aid the establishment and support of associations, clubs, institutions, funds, trusts, and conveniences calculated to benefit employees or past employees of the Club or its predecessors, or the dependants or connections of any such persons, and to grant pensions or allowances;
 - (e) to make payments towards, or to subscribe or guarantee money for charitable or benevolent objects, or for any public general or useful object;
 - (f) to purchase, lease, hire or otherwise acquire or dispose of any real and personal property and any rights and privileges which the Club may think necessary or convenient for its purposes and in particular, any land, buildings, easements, machinery, plant and stock in trade;
 - (g) to construct, improve, maintain, develop, work, manage, carry out or control any buildings, works, roads, or ways which may seem calculated directly or indirectly to advance the Club's interest;
 - (h) to invest or deal with money of the Club not immediately required, in such a manner as from time to time be thought fit;
 - (i) to borrow or raise or secure the payment of money in such a manner the Club may think fit and to secure the same;
 - (j) to draw, make, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

- (k) to apply for, secure and acquire, purchase or otherwise, and to exercise any right or privilege which any Government or other body may be empowered to grant, and to pay for, aid in, and contribute towards carrying the same into effect;
- (l) to take or hold mortgages, liens and charges to secure payment; and
- (m) to do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

6. QUALIFICATIONS FOR MEMBERSHIP OF CLUB

- (1) Membership of the Club is open to -
 - (a) SENIOR PLAYER MEMBERS, being members aged 18 years or older, who may otherwise fit into any of the categories described in Sub-Rules (b), (c) or (d) below but have registered and been accepted as a player and paid the appropriate fee;
 - (b) JUNIOR PLAYER MEMBERS, being members over the age of four years and under the age of eighteen years who are entitled to exercise the full privileges of the Club and who have registered and been accepted as a player and paid the appropriate fee, and wherein a parent or guardian may represent a junior player member at all meetings of the Club, and is entitled to a deliberative vote at such meetings;
 - (c) ORDINARY MEMBERS, being members eighteen years and over who are entitled to exercise the full privileges of the Club and who have paid the appropriate fee;
 - (d) HONORARY LIFE MEMBERS, being members who have rendered meritorious service over an extended period of time and who have been recommended to a General Meeting by the Committee of Management and elected by three fourths majority of the members present and voting at such meeting, provided that there shall be no more than two honorary life members elected in any one year; and
 - (e) TEMPORARY MEMBERS, being a person who is on any day visiting the Club as a member or official of, or a person assisting a team or Club that is to contest a pre-arranged sporting activity on that day, or at the invitation of a member to utilise the facility on that day, may be taken to be a person who is afforded temporary membership on that day.
- (2) A person who wishes to become an Ordinary member under Rule 6(1)(c) shall -
 - (a) apply for membership to the Committee in writing;
 - (i) signed by that person and by two of the members referred to in Rule 6(1) (a), (c) or (d) above; and
 - (ii) in such a form as the Committee from time to time directs; and
 - (b) be proposed by one member and seconded by another member.

The application shall subsequently be posted on the notice board for a period of seven (7) days.
- (3)(a) Memberships under Rules 6(1)(a) and (b) shall be valid, provided the player remains registered, for a period of 12 months after acceptance as a registered player.
- (b) Memberships under Rule 6(1)(c) shall be valid until 31 December each year and may be re-newed upon payment of the prescribed fee as per Rule 8.
- (4) Affiliated Organisation Membership.
 - (a) Sporting or recreation clubs with similar aims and objectives may apply in writing to the Committee to be an Affiliated Organisation of the Club. The Committee shall consider all such applications at a Committee meeting and shall at the Committee meeting or a subsequent Committee meeting accept or reject that application.

- (b) Affiliated organisations will pay an annual levy on behalf of their members in accordance with Rule 8 and will provide the Secretary with an ongoing register of its members, including any additions, deletions or amendments.
- (c) An application made under Sub-Rule 4(a) shall be made by a resolution of the board or other governing body of the organisation concerned, a copy of which resolution is subsequently required to be lodged with the Secretary.

7. REGISTER OF MEMBERS

- (1) The Registrar shall on behalf of the Club, keep and maintain the register of members in accordance with section 53 of the Act and that register shall be kept and maintained and be continually available for inspection at the Club premises.
- (2) The Registrar shall cause the name of a person who dies or ceases to be a member under Rule, 8(3), 9(1) or 10 to be deleted from the register of members referred to in Sub-Rule (1).

8. SUBSCRIPTIONS

- (1) The Committee shall from time to time at a Committee meeting, determine the amount of the fee to be paid by each member.
- (2) Each member shall pay to the Treasurer, by such date as the Committee from time to time determines, the amount of the fee determined under Sub-Rule (1).
- (3) Subject to Sub-Rule (4), a member whose subscription is not paid within 2 months of the relevant date fixed under Sub-Rule (2), ceases on the expiry of that period to be a member, unless the Committee decides otherwise.
- (4) A member is a financial member for the purposes of these Rules, if their subscription is paid on or before the relevant date fixed under Sub-Rule (2) or within 2 months thereafter.

9. RESIGNATION OF MEMBERS

- (1) A member who delivers notice in writing of their resignation from the Club to the Secretary or another Committee member, ceases upon that delivery to be a member.
- (2) A person who ceases to be a member under Sub-Rule (1) remains liable to pay to the Club the amount of any subscription due and payable by that person to the Club which remains unpaid at the date of cessation.

10. EXPULSION OF MEMBERS

- (1) If the Committee considers that a member should be expelled from membership of the Club because his or her conduct is detrimental to the Club, the Committee shall communicate to the member, either orally or in writing -
 - (a) notice of the proposed expulsion and of the time, date and place of the Committee meeting at which the question of that expulsion will be decided; and
 - (b) particulars of that conduct,not less than 14 days before the date of the Committee meeting referred to in paragraph (a).
- (2) At the Committee meeting referred to in a notice communicated under Sub-Rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by the Committee, expel or decline to expel that member from membership of the Club and shall, immediately after deciding whether or not to expel the member, communicate the decision in writing to the member.

- (3) Subject to Sub-Rule (5), a member who is expelled under Sub-Rule (2), ceases to be a member of the Club 14 days after the decision to expel him or her is communicated to him or her under Sub-Rule (2).
- (4) A member who is expelled under Sub-Rule (2) from membership of the Club, shall if they wish to appeal against the expulsion, give notice to the Secretary within the period of 14 days referred to in Sub-Rule (3).
- (5) When notice is given under Sub-Rule (4) -
 - (a) the Club in a general meeting may, after having afforded the member who gave notice a reasonable opportunity to be heard by, or to make representations in writing to, the Club in the general meeting, confirm or set aside the decision of the Committee to expel that member; and
 - (b) the member who gave that notice does not cease to be a member unless and until the decision of the Committee to expel them is confirmed under this Sub-Rule.

11. RESOLVING DISPUTES

- (1) The procedure set out in this Rule (the grievance procedure) applies to disputes —
 - (a) between members; or
 - (b) between one or more members and the Club.
- (2) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
- (3) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 11(2), any party to the dispute may start the grievance procedure by giving written notice to the Secretary of —
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (4) Within 28 days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- (5) The Secretary must give each party to the dispute written notice of the Committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (6) The notice given to each party to the dispute must state —
 - (a) when and where the Committee meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
- (7) If —
 - (a) the dispute is between one or more members and the Club; and
 - (b) any party to the dispute gives written notice to the Secretary stating that the party —
 - (i) does not agree to the dispute being determined by the Committee; and
 - (ii) requests the appointment of a mediator under Rule 12,the Committee must not determine the dispute.
- (8) At the Committee meeting at which a dispute is to be considered and determined, the Committee must —
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute;

- (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (9) The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within 7 days after the Committee meeting at which the determination is made.
- (10) A party to the dispute may, within 14 days after receiving notice of the Committee's determination under Sub-Rule (8)(c), give written notice to the Secretary requesting the appointment of a mediator under Rule 12.
- (11) If notice is given under Sub-Rule (10), each party to the dispute is a party to the mediation.

12. MEDIATION

- (1) This Rule applies if written notice has been given to the Secretary requesting the appointment of a mediator —
- (a) by a member under Rule 11(7); or
 - (b) by a party to a dispute under Rule 11(7)(b)(ii) or 11(10).
- (2) If this Rule applies, a mediator must be chosen or appointed under Sub-Rule 3.
- (3) The mediator must be a person chosen —
- (a) if the appointment of a mediator was requested by a member under Rule 11(7) — by agreement between the member and the Committee; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under Rule 11(7)(b)(ii) or 11(10) — by agreement between the parties to the dispute.
- (4) If there is no agreement for the purposes of Sub-Rule (3)(a) or (b), then, subject to Sub-Rules (5) and (6), the Committee must appoint the mediator.
- (5) The person appointed as mediator by the Committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
- (a) a member under Rule 11(7); or
 - (b) a party to a dispute under Rule 11(7)(b)(ii); or
 - (c) a party to a dispute under Rule 11(10) and the dispute is between one or more members and the Club.
- (6) The person appointed as mediator by the Committee may be a member or former member of the Club but must not —
- (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.
- (7) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (8) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (9) In conducting the mediation, the mediator must —
- (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and

- (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (10) The mediator cannot determine the matter that is the subject of the mediation.
- (11) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (12) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.
- (13) If mediation results in decision to suspend or expel being revoked, that revocation does not affect the validity of any decision made at a Committee meeting or general meeting during the period of suspension or expulsion.

13. GUESTS

- (1) The maximum number of guests per member per day for the purpose of section 48(4)(b) of the Liquor Act is five (5).
- (2) A guest shall not be supplied with liquor in the Club premises except on the invitation and in the company of a member.
- (3) A guest shall be supplied with liquor to be consumed on the Club premises only.
- (4) The member introducing the guest shall be responsible for the proper conduct of the guest whilst on the Club premises.
- (5) Any person who has been refused membership of the Club or who is under suspension or expulsion of the Club, shall not be admitted as a guest of any member of the Club.
- (6) A member may, at their expense, and with the approval of the Club Committee supply liquor to guests, without limitation as to number, at a function held by or on behalf of that member, at the Club premises.

14. LIQUOR

- (1) No liquor shall be sold or supplied for consumption elsewhere than on Club premises unless such liquor is removed from the premises of the Club by, or on the instructions from, the member purchasing the same.
- (2) No payment or part payment to any Secretary, Treasurer, Manager or other officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor supplied.
- (3) No liquor shall be sold or supplied to any juvenile (i.e. any person under the age of 18).
- (4) No stranger shall be permitted to use the Club premises and no member or other person shall admit any stranger to use the Club premises.
- (5) The Club shall only be open for the sale and supply of liquor during such hours (within the hours permitted under the Liquor Control Act 1988) as the Committee shall from time to time determine.
- (6) No liquor shall be sold on Christmas Day, Good Friday, or Anzac Day except as permitted under the provisions of the Liquor Control Act 1988.
- (7) The Club shall nominate a person as the approved manager pursuant to the provisions of section 100 of the Liquor Control Act 1988

15. COMMITTEE OF MANAGEMENT

- (1) The affairs of the Club shall be managed by a Committee of management consisting of
 - (a) the President;
 - (b) the Vice President;
 - (c) the Secretary;
 - (d) the Treasurer;
 - (e) the Registrar; and
 - (f) any other Committee member elected at an annual general meeting or appointed under Sub-Rule (7).
- (2) At the commencement of the first annual general meeting to be held after the incorporation of the Club under the Act -
 - (a) if the Committee consists of an even number of members, half that number, which half; or
 - (b) if the Committee consists of an odd number of members, the integral number of members nearest to, and exceeding, half of that odd number, the members comprised in which integral number;shall be chosen by ballot, shall cease to be Committee members, but shall be eligible for re-election to membership of the Committee.
- (3) At the commencement of each successive annual general meeting after the annual general meeting referred to in Sub-Rule (3), those Committee members who have served for longer periods than the other Committee members shall cease to be Committee members, but shall be eligible for re-election to membership of the Committee.
- (4) A person is not eligible for election to membership of the Committee unless -
 - (a) a member has nominated him or her for election; and
 - (b) the nominee agrees to stand for election.
- (5) Sub-Rule (4) does not apply in relation to a person who is eligible for re-election under Sub-Rule (2) or (3).
- (6) A person who is eligible for election or re-election under this Rule may at the annual general meeting concerned -
 - (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- (7) If the number of persons nominated for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled -
 - (a) the Secretary shall report accordingly to; and
 - (b) the Chairperson shall declare those persons to be duly elected as members of the Committee at,
the annual general meeting concerned.
- (8) When a casual vacancy within the meaning of Rule 19 occurs in the membership of the Committee -
 - (a) the Committee may appoint a member to fill that vacancy; and
 - (b) a member appointed under this Sub-Rule shall -
 - (i) hold office until the commencement of; and
 - (ii) be eligible for re-election to membership of the Committee at the next following annual general meeting.

16. PRESIDENT

- (1) Subject to this Rule the President shall chair all general meetings and Committee meetings.
- (2) In the event of the absence from -
 - (a) a general meeting of -
 - (i) the President, the Vice President; or
 - (ii) both the President and the Vice President, a member elected by the other members present at the general meeting; or
 - (b) a Committee meeting of -
 - (i) the President, the Vice President; or
 - (ii) both the President and the Vice President, a Committee member elected by the other Committee members present,shall chair the general meeting or Committee meeting as the case requires.

17. SECRETARY

- (1) The Secretary shall -
 - (a) coordinate the correspondence of the Club;
 - (b) keep full and correct minutes of the proceedings of the Committee and the Club;
 - (c) comply on behalf of the Club with -
 - (i) section 53 of the Act in respect of the register of members of the Club;
 - (ii) section 35 of the Act in respect of the Rules of the Club; and
 - (iii) section 58 of the Act in respect of the record of office holders, and any trustees of the Club;
 - (d) have custody of all books, documents, records and registers of the Club, including those referred to in paragraph (c), other than those required by Rule 18 to be kept and maintained by, or in the custody of, the Treasurer; and
 - (e) perform such other duties as are imposed by these Rules on the Secretary.

18. TREASURER

- (1) The Treasurer shall -
 - (a) be responsible for the receipt of all monies paid to or received by the Club, or received by him or her on behalf of the Club, and shall issue receipts for those monies in the name of the Club;
 - (b) pay all monies referred to in paragraph (a) into such accounts of the Club as the Committee may from time to time direct;
 - (c) make payments from the funds of the Club with the authority of a general meeting or of the Committee, and in doing so ensure that all cheques are signed by two Committee members;
 - (d) comply on behalf of the Club with Part 5 of the Act in respect of the accounting records of the Club;
 - (e) whenever directed to do so by the President, submit to the Committee a report or financial statement in accordance with that direction;

- (f) have custody of all securities, books and documents of a financial nature and accounting records of the Club, including those referred to in paragraphs (d) and (e); and
- (g) perform other such duties as are imposed by these Rules on the Treasurer.

19. CASUAL VACANCIES ON MEMBERSHIP OF THE COMMITTEE

- (1) A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member -
 - (a) dies;
 - (b) resigns by notice in writing delivered to either the President or the Vice President;
 - (c) is convicted of an offence under the Act;
 - (d) is permanently incapacitated by mental or physical ill health;
 - (e) is absent from more than -
 - (i) 3 consecutive Committee meetings; or
 - (ii) 3 Committee meetings in the same financial year, of which he or she has received notice without tendering an apology to the person presiding at each of those Committee meetings; or
 - (f) ceases to be a member of the Association.

20. PROCEEDINGS OF COMMITTEE

- (1) The Committee shall meet together for the dispatch of business not less than once every two calendar months and the President may at any time convene a meeting of the Committee.
- (2) Each Committee member has a deliberative vote.
- (3) A question arising at a Committee meeting shall be decided by a majority of votes, but if there is an equality of votes, the person presiding at the Committee meeting shall have a casting vote in addition to his or her deliberative vote.
- (4) At a Committee meeting five Committee members constitute a quorum.
- (5) Subject to these Rules, the procedure and order of business to be followed at a Committee meeting shall be determined by the Committee members present at the Committee meeting.
- (6) A Committee member having any direct or indirect material personal interest referred to in section 42 or 43 of the Act shall comply with that section.

21. GENERAL MEETINGS

- (1) The Committee -
 - (a) may at any time convene a special general meeting;
 - (b) shall convene annual general meetings within the time limits provided for the holding of annual general meetings by section 50 of the Act;
 - (c) shall within 30 days of -
 - (i) receiving a request in writing to do so from not less than 5% of members, convene a special general meeting for the purpose specified in that request; or

- (ii) the Secretary receiving a notice under Rule 10(4), convene a special general meeting for the purpose of dealing with the appeal to which that notice relates.
- (2) The members making a request referred to in Sub-Rule (1)(c)(i) shall -
 - (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
- (3) If a special general meeting is not convened within the relevant period of 30 days referred to -
 - (a) in Sub-Rule (1)(c)(i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
 - (b) in Sub-Rule (1)(c)(ii), the member who gave notice concerned may convene a special general meeting as if he or she were the Committee.
- (4) When a special general meeting is convened under Sub-Rule (3)(a) or (3)(b) -
 - (a) the Committee shall ensure that the members or member convening the special general meeting are supplied free of charge with the particulars of all members; and
 - (b) the Club shall pay the reasonable expenses of convening and holding the special general meeting.
- (5) Subject to Sub-Rule (8), the Secretary shall give to all members not less than 14 days notice of a general meeting and of any motions to be moved at the general meeting.
- (6) A notice given under Sub-Rule (5) shall specify -
 - (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- (7) In the case of an annual general meeting, the order in which business is to be transacted is
 - (a) first, the consideration of the accounts and reports of the Committee;
 - (b) second, the election of Committee members to replace outgoing Committee members; and
 - (c) third, any other business requiring consideration by the Club in a general meeting.
- (8) The Secretary shall give to all members not less than 14 days notice of a general meeting at which a special resolution is to be proposed and of any other motions to be moved at that general meeting.
- (9) The Secretary may give a notice under Sub-Rule (5) or (8) by -
 - (a) serving it on the member personally; or
 - (b) sending it by post or by electronic transmission to a member at the address of the member appearing in the register of members kept and maintained under section 58 of the Act.
- (10) When a notice is sent by post under Sub-Rule (9)(b), sending of the notice shall be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

22. QUORUM AND PROCEEDINGS AT GENERAL MEETINGS

- (1) At a general meeting 10 members present in person or by proxy constitute a quorum.

- (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under Rule 21(5) or 21(8) -
 - (a) as a result of a request or notice referred to in Rule 21(1)(c) or as a result of action taken under Rule 21(3) a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- (3) If within 30 minutes of the time appointed by Sub-Rule (2)(b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- (4) The Chairperson may, with the consent of a general meeting at which a quorum is present, and shall, if so directed by such general meeting, adjourn that general meeting from time to time and from place to place.
- (5) There shall not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (6) Where a general meeting is adjourned for a period of 30 days or more, the Secretary shall give notice under Rule 21 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (7) At a general meeting -
 - (a) an ordinary resolution put to the vote shall be decided by a majority of votes cast on a show of hands; and
 - (b) a special resolution put to the vote shall be decided in accordance with section 51 of the Act.
- (8) A declaration by the Chairperson at a general meeting that a resolution has been passed as an ordinary resolution thereat shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with Sub-Rule (9).
- (9) At a general meeting, a poll may be demanded by the Chairperson at the general meeting or by 3 or more members present in person or by proxy and, if so demanded, shall be taken in such manner as the Chairperson directs.
- (10) If a poll is demanded and taken under Sub-Rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- (11) A poll demanded under Sub-Rule (9) on the election of a person to preside over a general meeting or on the question of an adjournment shall be taken forthwith on that demand being made.

23. MINUTES OF MEETINGS

- (1) The Secretary shall cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
- (2) The Chairperson shall ensure that the minutes taken of a general meeting or Committee meeting under Sub-Rule (1) are checked and signed as correct by the Chairperson of the general meeting or Committee meeting to which the minutes relate or of the next succeeding general meeting or Committee meeting, as the case requires.

- (3) When all minutes have been entered and signed as correct under this Rule, they shall, until the contrary is proved, be evidence that -
 - (a) the general meeting or Committee meeting to which they relate (in this Sub-Rule called "the meeting") was duly convened and held; and
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place thereat; and all appointments or elections purporting to have been made at the meeting have been validly made.

24. VOTING RIGHTS OF MEMBERS

- (1) Subject to these Rules, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.

25. PROXIES OF MEMBERS

- (1) A member (in this Rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.
 - (a) The appointment of a proxy will be made in writing in the form set out in Appendix 1 (Form of Appointment of Proxy) or such other form as may be approved by the Committee.
 - (b) Proxy forms shall be delivered to the Club Secretary no later than 2 days prior to a general meeting.
 - (c) No member may hold more than 2 proxies at any one time.

26. RULES OF CLUB

- (1) The Club may alter or recind these Rules, or make Rules additional to these Rules, in accordance with the procedure set out in sections 31, 32 and 33 of the Act.
- (2) As soon as is practicable after the making of any proposal for a change to the Rules of the Club, the Secretary shall provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director.
- (3) These Rules bind every member and the Club to the same extent as if every member and the Club had signed and sealed these Rules and agreed to be bound by all their provisions.

27. COMMON SEAL OF CLUB

- (1) The Club shall have a common seal on which its corporate name shall appear in legible characters.
- (2) The common seal of the Club shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute book referred to in Rule 23.
- (3) The affixing of the common seal of the Club shall be witnessed by any two of the President, the Secretary and the Treasurer.
- (4) The common seal of the Club shall be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

28. INSPECTION OF RECORDS OF THE CLUB

- (1) A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.

29. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE CLUB

- (1) If, on the winding up of the of the Club, any property of the Club remaining after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed -

- (a) to another club or association incorporated under the Act, having objects similar to those of the Club; or
- (b) for charitable purposes,

which incorporated Club or purposes, as the case requires shall be determined by resolution of the members when authorising and directing the Committee under section 24(1) of the Act to prepare a distribution plan for the distribution of the surplus property of the Club.

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APPENDIX 1 – FORM OF APPOINTMENT OF PROXY

BALLAJURA ASSOCIATION FOOTBALL CLUB (INC.)

I,
(Full name)

being a member of Ballajura AFC,

hereby appoint

.....
(Full name of proxy holder)

also being a member of Ballajura AFC as my proxy to vote for me on my behalf at the annual/special general meeting of Ballajura AFC to be held on

.....
(Insert meeting date)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf:

- at their discretion in respect of any motion; and
- at their discretion in respect of the following resolution/s:

.....
.....

.....
(Signed)

.....
(Date)

Note: Proxy forms must be received by the Club Secretary of Ballajura AFC no later than 48 hours prior to the annual/special general meeting time.