

Lakeside Lions Junior Football Club Inc.

CONSTITUTION



ADOPTED: 2nd November 2025

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Position: President

Date: 2nd November 2025

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Date: 2nd November 2025

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1. Club Title and Common Seal

The Club shall be known as LAKESIDE LIONS JUNIOR FOOTBALL CLUB INCORPORATED). (To be referred in these rules as the Club)

ABN 18 571 995 996

This Constitution of the Club shall be known as the Rules of the Club.

The Common Seal of the Association should be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signature of two members of the Committee.

2. The Committee

The Club Committee (to be referred to in these rules as the Committee) shall be made up of an Executive Committee and Public Officer plus other members who have been elected and/or appointed by the committee (Appendix 1) to fill such positions as may be deemed necessary to carry out the general running of that committee. The Executive committee shall consist of Four (4) members elected to fill the positions of President, Vice President, Secretary and Treasurer.

2.1 Any person may hold only one executive position within the Lakeside Lions Junior Club Inc.

2.2 Any person holding a position on any committee or subcommittee of Lakeside Lions Junior Football Club Inc must become a financial member of the Club.

2.3 A committee member should not be associated with or employed by another Club that is in competition with Lakeside Lions Junior Football Club Inc operations related to football.

3. Powers of the Committee

The committee:

- a) Is to control and manage the affairs of the club, and
- b) Is to exercise all such functions as may be exercised by the club.
- c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.
- d) Have the power to discipline a member, coach, manager, player, official and or any other person/s that may breach the Club's Rules.

4. Election of Committee Members

4.1 Nominations of candidates for election as committee members:

a) Must be received by the secretary of the committee before the date of the annual general meeting at which the election will take place.

4.2 If there is only one written nomination for a committee position then that person is to be elected.

4.3 If there is more than one written nomination for a committee position then a ballot is to be held.

4.4 If there are no written nominations for a committee position then nominations may be accepted from the floor. If there is more than one nomination from the floor, then a ballot is to be held.

4.5 If there are no written nominations and no nominations from the floor then the position is to be declared a casual vacancy.

4.6 The ballot for the election of committee positions is to be conducted at the annual general meeting of the club in such usual and proper manner as the Committee may direct.

4.7 To be eligible for election to the executive role of President, Vice President and the role of Public Officer. Members must have been a member of Lakeside Lions Junior Football Club for a minimum period of 2 years.

5. Conflict Of Interest

Whenever a Committee Member has a financial or personal interest in any matter coming before the committee, the affected person shall:

a) Fully disclose the nature of the interest and

b) Withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Committee Members determine that it is in the best interest of the Club to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

6. Removal of Committee Members.

The committee in general meeting may by resolution remove any member of the committee from that position before the expiration of the member's term of office with a 75% vote of the committee and

may by resolution appoint another person to hold that position until the expiration of the term of office of the member removed. Refer to section 30 for disciplinary actions.

7. Casual Vacancy

Casual vacancy may arise due to that position not being filled at the AGM or a position may become vacant due to the holder of that position resigning or having been removed by the Committee.

Any casual vacancy occurring in a position on the Committee may be filled by the remaining Committee from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Committee's term under this Constitution.

8. Delegation by Committee to Sub-Committee.

8.1 The committee may delegate to one or more sub committees the function to perform whatever duties the committee forms the committee to undertake.

8.2 A sub-committee may meet and adjourn as it sees fit.

8.3 The committee may set rules and laws specific to the duties of a sub committee; these rules are to be in written form and held by the secretary of the sub-committee.

8.4 All sub-committees must act under the rules of the club and under any rules and laws set by the club for that sub-committee.

Committee Rules and Duties

9. Committee Roles and Duties

9.1 Running of junior teams and controls the operations of Lakeside Lions Junior Football Club Inc.

9.2 Junior teams are defined as teams from and including Under 6 to Under 18.

9.3 The committee will have a set of By-Laws specifically applicable to junior teams (refer to separate by-laws)

9.4 The Executive of the Committee may create and fill any other positions the committee feels necessary to perform specific duties or tasks.

9.5 **President (Executive)** – The President when available shall be:

- The chairman of all meetings and shall conduct such meetings in accordance with the Constitution and or By-laws of the Club.

- He/she shall be ex-officio member of all committees, may exercise a second or casting vote.

Vice President (Executive) – It is the duty of the Vice President to be:

- Affiliate contact.
- Assist the President.
- Sponsorship Liaison

Secretary (Executive) – It is the duty of the Secretary to ensure that:

- Club Liaison.
- Shall keep a record of all memberships.
- Shall receive and reply to all correspondence.
- He/she shall also be an ex-officio member of all committees.
- Take minutes at all meetings

Treasurer (Executive) – It is the duty of the Treasurer to ensure that:

- All money due to the Club is collected banked and receipts issued.
- All accounts authorised for payment by the Club are paid promptly.
- Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with activities of the Club.
- Prepare financial statements for audit and submission to the Annual General Meeting and to prepare an annual budget.
- Shall be an ex officio member of all committees.

Public Officer – is the official contact point for an incorporated association and will ensure that the

- Club is incorporated and up to date.
- Establish and maintain a register of financial members of the club specifying the name, address and date which person became a member
- Holds office of any vacated Executive Committee position(s) until Committee appoints new office bearer
- Act as a Ground Marshal when required
- Custodian of the club's common seal

Registrar – It is the duty of the Registrar to ensure that:

- Registers all players with the Association.
- De-register players with the Association.
- Approve or refuse all transfers.
- Approve all team movements (changing of teams), in consultation with the executive committee.
- Records all players' details for records.
- Member Protection Information Officer – It's the duty of the Member Protection Officer (MPIO) to:
 - Investigate any alleged breaches of the Member Protection Policy (FSC).
 - Ensure all necessary forms are completed. (working with children)
 - Maintenance and administration of Working with children check
 - Deal with relevant issues involving all children.

(see Committee Positions document for all detailed committee positions)

10. Appeals Committee

10.1 The Appeals Committee will be appointed by the Club Committee.

10.2 All appeals are to be addressed to the Secretary Lakeside Lions Junior Football Club Inc Committee.

11. Disputes Committee

Dispute Committee will consist of the Executive Committee of the Lakeside Lions Junior Football Club Inc

12. Winding Up

12.1 Subject to this Constitution, the Club may be wound up in accordance with the Associations Incorporation Act 2009

12.2

- The liability of the Members of the Club is limited.
- Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club, such an amount not exceeding five dollars (\$5.00).

BREACHES of the RULES AND APPEALS

13. Breaches of the Rules and Appeals and Disputes and Complaints.

13.1 The Committee will deal with all disputes and complaints and Breaches and make rulings.

13.2 All complaints must be directed to the Executive Committee and will be investigated; if the complaint is verbal, then the conversation needs to be logged, and the complainant will be notified that his/her complaint will be kept on record with their name and will be kept confidentially if requested.

13.3 All Complaints remain the property of LAKESIDE LIONS JUNIOR FOOTBALL CLUB INC and shall be kept and used in the Club's investigations.

13.4 All Breaches of the Club Rules, Code of Conduct and Member Protection Policy (FSC) will be investigated by the Committee and in consultation with MPO and if deemed serious, will apply one of the following:

- a) Give Formal Warning in writing,
- b) Apply Disciplinary sanctions.

13.5 A complaint may be made to the committee by any person, if said person:

- a) Has persistently refused or neglected to comply with a provision or provisions of the Club Rules.
- b) Has persistently and willfully acted in a manner prejudicial to the interests of the club.
- c) Believed to have breached the Club Rules and/or the Code of Conduct and/or the Member Protection Policy.

13.6 On receiving such a Breach of the Rules, the committee:

- a) Must cause notice of the Breach to be served on the person concerned, and
- b) Must give the person at least forty-eight (48) hours from the time the notice is served within which to make submissions to the committee in connection with the breach/complaint, and
- c) Must take into consideration any submissions made by the person in connection with the complaint.
- d) Investigate such breach/complaint.
- e) Make ruling on such breach/complaint.

13.7 The following disciplinary sanctions may be imposed against an individual (including a Player, Official or Guardian):

- a) A reprimand;
- b) Suspend the person from officiating within the club;
- c) Place the individual on a bond;
- d) Ban on registration of Player with the Club for a specified period of time;
- e) Annulment of registration of a Player;
- f) Suspension from participation in a Match or Matches;
- g) Suspension or expulsion from a Competition;
- h) Suspension from the Club;
- i) Ban on taking part in any football related activity; or
- j) Such other disciplinary sanctions or measures as is appropriate in all circumstances, including as prescribed in the FIFA Statutes.

13.8 Any Breach found serious enough to have been imposed a sanction, may result in the same sanction being imposed on his/her child if they are a player with Lakeside Lions JFC.

13.9 If Sanctions are to be imposed, said person is to be notified ASAP by phone/email and be given written confirmation.

13.10 Right of appeal must be submitted in writing no less than seven (7) days from the date of the sanctioning letter, must include:-

- a) Reason for appeal (innocence, severity)
- b) Any new evidence to support appeal,
- c) Failure to supply (a) and (b) will automatically dismiss any appeal, d) Appeal decision is final.

PROPERTY/APPAREL

14. Property

14.1 Property shall refer to all Documentation, Playing and Training equipment, Ride on Lawnmowers, Fridges and Freezers, Barbeque, Line Markers, Coffee Machines, etc and other items that have been donated, purchased or obtained to assist in the running of Lakeside Lions Junior Football Club Inc.

14.2 All Property of Lakeside Lions Junior Football Club Inc shall remain in the control of the Committee empowered under these rules.

14.3 Permission must be obtained from the Committee for use of any property of Lakeside Lions Junior Football Club Inc and that person must be a financial member for his/her request to be considered.

14.4 An asset register is to be kept containing the list of club property (refer to asset register) and to be kept by the secretary.

15. Apparel

15.1 The official club colours are Orange and Black

15.2 All club apparel must be approved by the Committee.

15.3 Any apparel worn by players, managers, coaches, supporters or officials that carries the name, logo or initials of Lakeside Lions Junior Football Club Inc must be approved by the Club Committee.

15.4 Any change of Logo or club colours must be voted on with at least 75% committee acceptance and the acceptance of at least one (1) Life Member.

15.5 Sponsors can use Lakeside Lions Junior Football Clubs logo under permission from the executive committee

FINANCES

16. Purchases

16.1 All purchases must be verified by the relevant treasurer and committee before the order is placed except for urgent purchases under \$1,000.00 which may be verified by the relevant treasurer.

16.2 Unless prior approval is given by the Committee, all equipment purchased by the Club shall remain the property of the Club at all times. This includes goods / equipment purchased with sponsorship money.

16.3 All bank transfers must have 2 signatures to approve the transaction.

17. Reimbursements

Any reimbursement to individuals must be authorised by the President and Treasurer.

18. Contracts

18.1 All contracts that are entered into by any section of the Club shall be called "Club Contracts" and are to be approved by the executive committee.

18.2 Any instance of payment to an individual for contracted services rendered to the Club must be endorsed as a Club Contract.

19. Financial Statements

19.1 The treasurers of all committees are to be supplied with statements of all accounts held by that committee.

19.2 All committees are to present balances of all accounts held by that committee at their committee meetings showing transaction details for each account including incoming, outgoing expenses itemised and balance of bank account as per bank statement.

19.3 All financial records are to be detailed and presented at EVERY General Meeting.

19.4 Financial year of the club is a 12-month period starting 1st of November to 31st of October

20. Fundraising

20.1 Any fundraising conducted using the name Lakeside Lions Junior Football Club Inc or fundraising for any teams, individuals, committees or sub committees of the Lakeside Lions Junior Football Club Inc must be approved by the Committee before that fundraising is undertaken.

20.2 All monies raised through fundraising must be used for the purpose stated that the fundraising was undertaken for.

20.3 All fundraising monies must be deposited and shown as a transaction on the relevant treasurer's reports. All expenditure of the fundraising monies must also be shown on the relevant treasurer's reports.

MEMBERSHIP

21. Membership.

21.1 Membership of the Lakeside Lions Junior Football Club Inc will be from the end of one Annual General Meeting to end of the next Annual General Meeting.

21.2 Any person holding a position on any committee or subcommittee of Lakeside Lions Junior Football Club Inc must be a financial member of the club.

21.3 An Associate Member is a non voting member.

21.4 A fee of two (2) dollars per member shall be payable before the member has the right to vote, with the exception of Clause 24 (c)

22. Nomination for membership

22.1 A nomination of a person for membership of the club:

- Can be made in writing or in person to the club secretary

22.2 As soon as possible after receiving a nomination for membership, the secretary must refer the nomination to the committee, which is to determine whether to approve or reject the nomination.

22.3 If the nomination is approved and the nominee has paid the required fee set in Rule 24.4 then the nominee can be declared a member of the club.

22.4 A member of the club is eligible to vote at meetings from the end of the meeting at which they are declared a member of the club and shall abide by the Club's Constitution and By-Laws, Code of Conduct and Member Protection Policy.

23. Life membership

23.1 Any person being nominated for life membership of the club must have been associated with the club for at least eight (8) years and have had substantial input into the development of the club.

23.2 Nominations for life membership must be made on an individual basis.

23.3 Any nominations for life membership must be signed by two members of the club and outline details of the nominees contribution to the club.

23.4 Life membership is awarded by a 75 % majority of members eligible to vote at a general meeting of the club.

24. Cessation of membership

A person ceases to be a member of the club if the person: -

- a) Dies, or
- b) Resigns membership, or
- c) Is expelled from membership of the club, or
- d) Fails to pay set fee.
- e) Misses three (3) consecutive committee meetings without a valid reason or apology to the executive committee
- f) Fails to provide a Working with Children Check to MPIO

25. Membership entitlements not transferable

A right, privilege or obligation which a person has by being a member of the club.

- Is not capable of being transferred or transmitted to another person, and
- Terminates on the cessation of the persons membership.

26. Resignation of membership

26.1 A member of the club is not entitled to resign their membership except in accordance with this rule,

26.2 A member of the club may resign from membership of the club by giving to the secretary written notice of at least seven (7) days of the member's intention to resign and, on the expiration of the period of notice; the member ceases to be a member.

27. Disciplining of members

27.1 A complaint may be made to the committee by any person that a member of the club:

- a) Has persistently refused or neglected to comply with a provision or provisions of the Clubs code of conduct, by-laws or constitution
- b) Has persistently and willfully acted in a manner prejudicial to the interests of the club.

27.2 On receiving such a complaint, the committee:

- a) Must cause notice of the complaint to be served on the member concerned, and
- b) Must give the member at least seven (7) days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

c) Must take into consideration any submissions made by the member in connection with the complaint.

27.3 The committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

27.4 If the committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and the members' right of appeal under the rule 28.1.

27.5 The expulsion or suspension does not take effect;

a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

b) If within that period the member exercises the right of appeal.

28. Right of appeal of disciplined member

28.1 A member may appeal to the club at a general meeting against a resolution of the committee under rule 28.4, within fourteen (14) days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.

28.2 The notice may, but need not, be accompanied by a statement on the grounds on which the member intends to rely for the purposes of the appeal.

28.3 On receipt of a notice from a member under clause 31.1 , the secretary must notify the committee which is to convene a general meeting of the club to be held within twenty eight (28) days after the date on which the secretary received the notice,

28.4 At a general meeting of the club convened under clause 31.3

a) No business other than the question of the appeal is to be transacted, and

b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

28.5 If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

MEETINGS AND QUORUMS

29. Quorums

29.1 A quorum shall consist of the at least five (5) members consisting of President or Vice President and a number of committee members equal or greater than the number of attending executives.

30. Voting

30.1 On any meeting of the club a member has one vote only.

30.2 In the case of equality of votes on a question at a meeting of the club, the person presiding at the meeting is entitled to exercise a second or casting vote.

30.3 Voting can be done via zoom, teams or other online meeting if the committee sees fit to do so

31. General Meetings

31.1 The committee shall meet for general business as deemed necessary by the committee

31.2 No business is to be transacted by the committee unless a quorum is present, and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned.

31.3 At a meeting, the president or, in the president's absence, the vice president is to preside.

31.4 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.

31.5 Guests at Committee meetings

A committee member may invite a club member to attend.

A person who is invited or requests to attend has no right to receive any agenda, notices or papers relating to the committee meeting and has no right to vote

31.6 All General Business must be submitted to the Club Secretary prior to any meeting, no other Business will be discussed if not submitted by said time unless deemed necessary by the Club's Executive.

31.7 Attendance of meetings

- Each general member is required to attend at least 50% of all scheduled meetings
- Each club executive is required to attend at least 75% of all scheduled meetings

31.8 Absence and notification

If a member is unable to attend a scheduled meeting, A valid reason must be submitted to the Executive Committee in advance.

32. Special General meeting

32.1 The committee may, whenever it sees fit, convene a special general meeting of the club.

32.2 The committee must, on the requisition in writing of at least two (2) members, convene a special general meeting of the club.

32.3 A requisition of members for a special general meeting;

- a) must state the purpose or purposes of the meeting, and
- b) must be signed by the members making the requisition, and
- c) must be lodged with the secretary, and
- d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

32.4 The committee will provide a date to convene the special general meeting within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary.

33. Annual General Meeting

33.1 The Annual General Meeting (AGM) shall be held within six (6) months after the expiration of the clubs financial year. Minimum fourteen (14) days notice in writing and/or E-Mail shall be given to all members and affiliated members that the AGM be convened on such date and at such place and time as the committee sees fit.

33.2 The business of the Annual General Meeting shall be:-

- a) To confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting
- b) To receive from the Committee reports upon the activities of the Club during the last preceding financial year.
- c) To elect a Committee of the Club, and
- d) To receive and consider the financial statement which is required to be submitted to members.

POLICIES

34. Working with Children

All positions within the Lakeside Lions Junior Football Club Inc; both voluntary and paid, must conform to the requirements of the Working with Children Check. This applies to committee, coaching and manager positions as well as any other positions appointed by the club.

35. Smoking

35.1 All Members, Players', Coaches, Officials, Managers and Parents/Guardians must refrain from smoking :-

- Near and/or about covered enclosures,
- Around children, players and others whilst at training and/or at games,
- All indoors, Clubhouses, toilets, change rooms, etc,
- All car park areas,
- All Council Grounds.

36. Alcohol

36.1 All members, players', officials, coaches, and managers must adhere to no alcohol consumed

- Near and/or about covered enclosures,
- Around children, players and others whilst at training and/or at games,
- All indoors, Clubhouses, toilets, change rooms, etc,
- All car park areas,
- All Council Grounds

37. By-laws and Code of Conduct

By-laws and the code of conduct will be available in separate documents.

