



CONSTITUTION

OF

KINGSWAY JUNIOR FOOTBALL CLUB INC.

1. Name

The name of the incorporated association is Kingsway Junior Football Club Inc. (The Club)

2. Definitions

The following definitions apply unless the context requires otherwise:

"Associate Member" means an individual who has not reached the age of 18 years and is not a playing member

"The Committee" means the management committee referred to in rule 12

"Committee meeting" means meeting referred to in rule 18(1)

"Committee member" means a person appointed or elected to the Committee

"Financial year" has the meaning given in Clause 21

"General Meeting" means a general meeting of the Members, and includes special general meetings and annual general meetings

"Juniors" means any person under the age of 18

"Member" means member of the Club as entered in the Register

“Ordinary Member” is a person over 18 years of age with no children or family members within the club and who supports the Objects of The Club

"Ordinary resolution" means 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

“President” means a person appointed to the office of president of the Club

“Vice-President/s” means a person appointed to the office of vice-president of the Club

“Secretary” means a person appointed to the office of secretary of the Club

“Treasurer” means a person appointed to the office of treasurer of the Club

“Registrar” means a person appointed to the office of registrar of the Club

3. Objects

1) The objects of the Club are:

- a) to foster and promote the sport of Australian Rules Football for Juniors in the area.
 - b) to promote good sportspersonship.
 - c) to teach the sport of football to all who desire it and who can be accommodated by the Club.
 - d) to field a team or teams in any junior football competition that the Club may from time to time decide and to control and manage those football teams appropriately.
- 2) The club will be non-sectarian and non-party-political.

3) 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. Powers

In pursuing its objectives, the Club may do things necessary or convenient for carrying out its objects and purposes and in particular may:

- 1) acquire, hold deal, with, dispose of, purchase, take on lease, or exchange, hire or otherwise acquire for the Club any real or personal property;
- 2) open and operate bank accounts;
- 3) invest its money in any security in which trust moneys may be invested; or in any other manner authorised by these rules;

- 4) borrow money upon such terms and conditions the Club thinks fit;
- 5) give such security for the discharge of liabilities incurred by the Club as the Club thinks fit;
- 6) appoint agents to transact any business of the Club on its behalf;
- 7) enter into any contract it considers necessary or desirable;
- 8) erect, construct, remove, rebuild, alter, improve and maintain any building for the purposes of the Club;
- 9) let any part or parts of any land or building in such a manner as may be deemed expedient;
- 10) co-operate with any institutions, societies or associations having objectives altogether or in part similar to those of the Club; and
- 11) affiliate with the body responsible for the conduct of Australian Rules football for the local area.

5. Membership of Club

5.1 Membership Classes

- a) The membership of the Club shall be open to:
 - i. all persons approved by the Committee on the payment of the prescribed membership subscription;
 - ii. Ordinary Members;
 - iii. Associate Members, and
 - iv. Honorary Life Members elected under Clause 6.
- b) the term "Member" in respect of any minor shall include the parents or guardians of that minor.
- c) The Registrar shall on behalf of the Club keep and maintain the register of members of the Club in accordance with section 53 of the Act.

5.2 Ordinary and Associate Membership

- a) a person can only belong to one class of membership;
- b) an Ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee;
- c) an Associate member has the rights as referred to in Clause 5.1 (b) other than full voting rights, and
- d) the number of members of any class is not limited unless otherwise approved by resolution at a general meeting

5.3 Applying for Membership as an Ordinary and Associate Member

- a) a person must apply as per Clause 7
- b) the committee accepts the application; and
- c) the applicant pays any membership fees payable to the Club as per Clause 9.

5.4 Membership Obligation and Rights

- a) every member undertakes to the best of their ability to:
 - i. comply with this Constitution and any regulation, By-Laws or Policies of the Club in force from time to time
 - ii. promote the Objects, interests and standing of the Club
- b) Ordinary members have all the rights provided to members under this Constitution, including (but not limited to) the right to:
 - i. receive notices from the Club
 - ii. attend, request the convening of and vote at all General Meetings of the Club, and
 - iii. be elected or appointed to the Management Committee and any sub committees of the Club.
 - iv. Associate members have all the rights provided to members under this Constitution, including (but not limited to) the right to:
 - i. receive notices from the Club
 - ii. attend, request the convening at all General Meetings of the Club, and
 - iii. be appointed to a Sub Committee of the Club at the discretion of the committee of Management.

6. Honorary Life Membership

- 1) in recognition of past services to the Club and subject to these rules and any Club By-Laws a member may be elected to Honorary Life Membership by a three quarters majority of members present at Special General Meeting;
- 2) written notice of the proposed motion to elect an Honorary Life Member shall be signed by the proposer and seconder and handed to the Secretary 21 days prior to the Special General Meeting;
- 3) a member of the Club must serve a minimum term of eight 8 years as a member of the Club before being eligible for nomination to Honorary Life Membership;
- 4) the Club By-Laws shall prescribe the manner in which an Honorary Life Member shall be elected and may also prescribe other minimum qualifications in addition to the term of service mentioned in sub rule (3) of this clause;
- 5) an Honorary Life Member shall have all the privileges of membership (including the right to vote) but shall be exempt from the payment of any membership subscription; 6) Honorary Life Membership may be revoked under clause 11.

7. Conditions of Membership

- 1) every application for membership of the Club is to be on a written or electronic form approved by the Committee for that purpose and submitted to the Registrar;
- 2) a copy of the Club Rules is to be given to each person who becomes a member in the manner approved by the Committee;

- 3) admission to and continuance of membership shall always be subject to the approval of the Committee. The Club By-Laws may prescribe circumstances where an application for membership may be rejected;
- 4) the Committee members shall consider each application made under sub rule (2) at any Committee meeting and shall accept or reject that application.

8. Register of members

- 1) The registrar shall on behalf of the Club keep and maintain a Register, in accordance with section 53 of the Act, containing:
 - i. the name and residential, postal or email address of each member;
 - ii. the date on which each member's name was entered in the Register; and
 - iii. for a period of one year after a person ceases to be a member, the date on which the person ceased to be a member and the reason for the cessation.

Any change in the membership of the Club must be recorded in the Register within 28 days.

- 2) Inspection and copying the Register:
 - i. the Register is available for inspection free of charge by any current member upon written request to the Secretary;
 - ii. a member may make a copy of entries;
 - iii. a member may apply in writing to the Committee for a copy of the Register. The Committee may in its discretion require the member to provide a statutory declaration setting out the purpose of the request, declaring that the purpose relates to the affairs of the Club;
 - iv. the Committee may charge a reasonable fee for providing a copy of the Register.

9. Subscriptions of members

- 1) the committee is to determine the annual membership fee, Ordinary Membership and Associate Membership fee to be paid for members of the Club;
- 2) the fees determined under sub rule (1) may be different for different classes of membership;
- 3) in its absolute discretion the Committee may waive all or part of a membership fee payable by any particular member;
- 4) each member shall pay to the Treasurer, annually on or before 1 July or such other date as the Committee from time to time determines, the amount of the subscription determined under sub rule (1);
- 5) subject to sub rule (6), a member whose subscription is not paid within 3 months after the relevant date fixed under sub rule (4) ceases on the expiry of that period to be a member, unless the Committee decides otherwise; and
- 6) a member is a financial member for the purposes of these rules when the subscription is paid on or before the relevant date fixed under sub rule (4).

10. Resignation of members

- 1) a member who delivers notice of resignation, either verbal or in writing, to the President or Secretary, ceases to be a member on the date that the notice is received by the President or Secretary, or any later date as specified in the notice.
- 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 but is unpaid at the date of that cessation.

11. Expulsion of members

- 1) The Committee may at a committee meeting expel a member from the membership of the Club, if in its opinion:
 - a. the member's status or conduct is detrimental to the Objects, interests or standing of the Club, including (without limitation) if the member has brought the Club or the sport of Australian Rules Football into disrepute;
 - b. the member has failed to comply with this Constitution or any by-laws, policies or standards of the Club.
- 2) The Secretary must give the member written notice of the proposed expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee. The notice must state:
 - a. the date, time and place of the meeting;
 - b. the grounds on which the proposed expulsion is based; and
 - c. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make verbal and written submissions to the Committee.
- 3) At the Committee meeting, the committee must:
 - a. give the member, or the member's representative, a reasonable opportunity to make written or verbal (or both written and verbal) submissions to the committee about the proposed expulsion;
 - b. give due consideration to any submissions so made; and
 - c. decide whether or not to expel the member from the Club
- 4) A decision of the committee to expel the member from the Club takes immediate effect.
- 5) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- 6) A member who is expelled from the Club who wishes to appeal that decision may, within 14 days after receiving notice of the committee's decision under sub rule (5), give written notice to the Secretary advising their intent to appeal and request the appointment of a mediator.
- 7) If notice is given under sub rule (6), the member who gives the notice and the committee are the parties to the mediation.
- 8) If notice is given under sub rule (6), the committee is to appoint an independent mediator.

12. Committee of Management

12.1 Committee Structure, Elections & Powers

1. The affairs of the Club shall be managed exclusively by a Committee of Management consisting of -
 - a. a President;
 - b. no less than 1 and no more than 2 Vice-President's
 - c. a Secretary;
 - d. a Treasurer;
 - e. a Registrar; and
 - f. no less than 2 other Committee Members and no more than 5.
2. Subject to Clause 12.1 (3) a person is not eligible for election to membership of the committee unless a member has nominated that person for election by delivering notice in writing of that nomination, signed by the nominator, and the nominee to signify their willingness to stand for election, to the Secretary not less than 28 days prior to the annual general meeting.
3. A person who is eligible for elections, or re-elections, 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
4. The Secretary shall ensure that notice of all persons seeking election to membership of the Committee is given to all members when notice of the annual general meeting at which that election is to be held is given.
5. If more than one Member has nominated for a Committee position, the Members present must vote to elect the Committee Member. A member who has nominated for a Committee position may vote for himself or herself.
6. If only one member has nominated for any Committee position, the Chair must declare that member elected to the position.
7. a) The Committee may appoint a member at any time to fill a Committee position:
 - i. that has become vacant under Clause 13; or
 - ii. that was not filled at the annual general meetingb) A member appointed under sub rule (7) holds office until the conclusion of the next annual general meeting and is eligible for election to the Committee at that annual general meeting.
8. Without limiting the powers of the Committee, the Committee may:
 - a. determine all trophies awarded by the Club;
 - b. recommend any persons to be appointed Patrons of the Club;
 - c. recommend any persons to be elected to Honorary Life Membership of the Club;
 - d. discipline any member or player of the Club;

- e. make By-Laws and standing orders which are consistent with these rules and the Act;
 - f. appoint any member of the Club to fulfil any portfolio role, specific task and or duty relating to the furtherance of the objectives of the Club as required; and
 - g. perform any other act or deed which in their judgement is for the benefit of the Club.
9. Each Committee member shall be elected for the period commencing immediately after the conclusion of the annual general meeting in which they were elected, and their term of office expires on the conclusion of the next succeeding annual general meeting.
10. A person may become a Committee Member either by election at an annual general meeting or by appointment of the Committee (under sub rule 7). No person may be elected to more than one position on the Committee.
11. A person is eligible for election to the Committee only if they:
- a. are aged 18 years or over;
 - b. are a member of the Club;
 - c. are not disqualified from being an office holder of the Committee under sections 39 and 40 of the Act; and
 - d. satisfy any eligibility requirements determined by the Committee from time to time.
12. Each Committee member must exercise his or her powers and discharge his or her duties as Committee Member in accordance with the Act and all applicable laws. And a Committee Member who has a material personal interest in a matter which is or will be considered at a Committee meeting must:
- a. as soon as they become aware of the interest, disclose the nature and extent of the interest and how the interest relates to the activity of the Club;
 - b. not be present while the matter is being considered at the Committee meeting or vote on the matter.

12.2 President

- a) Subject to this rule, the President shall chair Committee meetings and general meetings.
- b) Where a Committee meeting is held, and the President is not present or declines to act as chair, the Committee members present must elect one of their number to chair the meeting.
- c) Where a General meeting is held, and the President is not present or declines to act as chair, the Committee members present must elect one of their number to chair the meeting.

12.3 Secretary

The Secretary shall -

- (a) co-ordinate the correspondence of the Club;
- (b) keep the minutes of Committee meetings and General meetings; (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 28 of the Act in respect of the rules of the Club; and

- (iii) section 58 of the Act in respect of the record of the 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 Clause 12.4 to be kept and maintained by, or in the custody of the Treasurer and those required by Clause 12.5 to be kept and maintained by, or in the custody of the Registrar;
- (e) maintain an up-to-date copy of this Constitution in accordance with section 35 of the Act and providing for Members to inspect this Constitution and take copies in accordance with the Act; and
- (f) perform such other duties as are imposed by these rules on the Secretary.

12.4 Treasurer

The Treasurer shall –

- (a) coordinate the collection of amounts payable to the Club, crediting them to the appropriate account of the Club and issuing receipts on behalf of the Club;
- (b) pay out the funds of the Club in accordance with authority from the Committee or the members;
- (c) ensure the Club complies with all financial reporting obligations imposed on it under the Act, including (but not limited to):
 - (i) keep and retain Financial Records in accordance with Division 2 of Part 5 of the Act;
 - (ii) coordinate the preparation of the Club's Financial Report or Financial Statements in accordance with the applicable requirements of Division 3 of Part 5 of the Act, for submission to members at the annual general meeting;
 - (iii) provide any assistance required by an auditor or reviewer of the Club's Financial Report or Financial Statements (as applicable);
 - (iv) unless the Committee resolves otherwise, be responsible for the secure custody of the Club's Financial Records, Financial Reports and Financial Statements (as applicable), for at least 7 years after their creation;
- (d) report to the Committee on the financial status and performance of the Club; and (e) perform such other duties as are imposed by these rules on the Treasurer.

12.5 Registrar

The Registrar shall -

- a) keep and maintain the Register of Members in accordance with section 53 of the Act and clause 8; and providing for members to inspect the Register and take copies in accordance with the Act and clause 8; and
- b) ensure all players are properly registered with the Club and the affiliated ruling body.

13. Vacancy on the Committee

13.1 A Committee member's term of office ends, and that office becomes vacant if the Committee Member:

- (a) dies;
- (b) resigns by notice in writing delivered to the Secretary or, if the Committee Member is the Secretary, to the President;
- (c) is or becomes ineligible to act as a Committee Member under section 39 and 40 of the Act and/or Clause 11 of these rules;
- (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;
- (f) ceases to be a member of the Club.

13.2 Where a person ceases to be a member of the Committee section 41 of the Act requires that person to, as soon as practicable after their membership ceases, deliver to a member of the committee all the relevant documents and records they hold relating to the Club's affairs.

14. Committee Meetings

- 1) The Committee shall meet for the dispatch of business not less than once in each calendar month 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 one third (rounded to nearest whole number) of the total number of Committee members in office at the time of the Committee meeting constitutes a quorum.
- 5) Subject to these rules, the Committee members present at that meeting shall determine the procedure and order of business to be followed at the meeting.
- 6) A Committee member having a material personal interest referred to in section 42 or 43 of the Act shall apply with that section and Clause 12.1 (12) of these rules.
- 7) Guests at Committee Meetings:
 - a. A member may request to attend a committee meeting no less than 24 hours prior to the meeting in writing (email is acceptable) to the secretary stating their reason for attendance;
 - b. A committee member may invite a club member to attend;
 - c. A person who is invited or requests to attend has no right to receive any agendas, notices or papers relating to the Committee meeting and no right to vote.

15. General Meetings

- 1) Annual General Meetings:
 - a. the Committee must determine the date, time and place of the annual general meeting
 - b. the annual general meeting is to be held within 6 months after the end of the Club's financial year as per section 50(3) of the Act
 - c. if it is proposed to hold the annual general meeting more than 6 months after the end of the Club's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.

- 2) Special General Meetings:
 - a. the Committee may at any time convene a general meeting
 - b. the Committee must convene a general meeting if the following requirements are met:
 - i. the request is made by, at a minimum, 5 members or 2% (whichever is the lesser)
 - ii. the request is in writing, signed by all the members making the request and states the business to be conducted, and
 - iii. the request is lodged with the Secretary or as otherwise directed by the Committee
 - c. on receipt of a request from members under sub-clause (2)(b) the Committee must:
 - i. give all members 21 days' notice of the special general meeting
 - ii. hold the special general meeting within 2 months of the date of the request, and
 - iii. the Club shall pay the reasonable expenses of convening and holding the special general meeting.
 - d. Subject to the Act, the Committee may cancel or postpone any special general meeting or change its venue by giving notice to all the persons to whom the notice of the original meeting was given but may not cancel a meeting which was called or requested by members without the prior written consent of those members.

- 3) Notice of General Meetings
 - a. notice of general meetings (including annual general meetings) must be provided to members:
 - i. at least 14 clear days before any general meeting, and
 - ii. at least 21 clear days before any general meeting at which a Special Resolution is proposed.
 - b. The notice of general meeting must:
 - i. specify the place, date and time for the general meeting
 - ii. state the general nature of the business to be transacted at the general meeting, and
 - iii. if a special resolution is to be proposed at the general meeting set out an intention to propose the Special Resolution and state the resolution.

- 4) All notices, including notices of meeting, may be given by the Club to members by:
 - a. serving it on the member personally;
 - b. sending it by post to the members nominated address;

- c. sending it by email to an email address nominated by the member, or by any other electronic means nominated by the member; or
 - d. giving it by any other means permitted or contemplated by the Act.
- 5) A notice is deemed to be given and received by the member:
 - a. if delivered in person when delivered to the member;
 - b. if posted, on the day after the date of posting to the member, whether delivered or not;
 - c. if sent by facsimile, email or other electronic means, on the day after the date of its transmission.
- 6) In the case of an annual general meeting, the order of business is to be in this order:
 - a. the consideration of the accounts and reports of the Committee;
 - b. confirming the minutes of the last preceding annual general meeting and or any other general meeting held since the last annual general meeting;
 - c. notice of motion for alteration, repeal or addition to the constitution
 - d. electing Committee members
 - e. any other business requiring consideration by the Club in a general meeting
- 7) Quorum - at a general meeting 10 members present in person constitute a quorum.
- 8) If a quorum is not present within 30 minutes after the time appointed for the general meeting in the notice:
 - a. where the meeting is convened on the request of members, the meeting must be automatically dissolved; and
 - b. in any other case:
 - i. the meeting stands adjourned to a day and at a time and place as the Committee decides or, if no decision is made by the Committee, to the same day in the next week at the same time and place; and
 - ii. If no quorum is present at the resumed meeting within 30 minutes after the time appointed for the meeting, the members who are present at the resumed meeting will be taken to constitute a quorum and may proceed with the business of that resumed meeting as if a quorum were present.
- 9) Only business left unfinished at the meeting which was adjourned may be transacted at a meeting resumed after an adjournment.
- 10) When a general meeting is adjourned for a period of 30 days or more, notice of the adjourned meeting must be given as in the case of the original meeting. In all other cases it is not necessary to give notice of the adjourned meeting.
- 11) A resolution passed at a meeting resumed after an adjournment is passed on the day it was in fact passed.
- 12) At a general meeting:
 - a. an ordinary resolution put to the vote must be decided by a show of hands unless a poll is demanded as per sub rule (14); and

- b. a special resolution is to be passed in accordance with section 51 of the Act by the votes of not less than three-fourths of the members eligible to vote
- 13) A declaration by the President that a resolution has, on a show of hands, been carried or lost and an entry to that effect in the minutes of the meeting is conclusive evidence of that fact. Neither the President nor the minutes of the meeting need to state the number or proportion of the votes recorded in favour or against the resolution.
- 14) At the general meeting a poll may be demanded:
 - a. by the President or at least 3 members present who are entitled to vote;
 - b. before a vote is taken or before or immediately after the voting results on a show of hands are declared;
 - c. and if so demanded, subject to sub rule (16), shall be taken in the manner and at the time the President directs.
- 15) The result of a poll taken under sub rule (14) will be the resolution of the meeting at which the poll was demanded. The demand for a poll does not prevent a general meeting from proceeding with any other business.
- 16) A poll demanded on the election of a President or on the question of an adjournment must be taken immediately.

16. Financial Year

The financial year of the club is the 12-month period of 1 October to 30 September. The annual general meeting is to be held within 6 months of the end of the financial year.

17. Minutes of meetings of Club

- 1) The Secretary shall cause minutes to be made of:
 - a. proceedings and resolutions of general meetings and resolutions passed by members without a meeting;
 - b. all appointments of Committee Members and any other offices of the Club;
 - c. proceedings and resolutions of Committee meetings and resolutions passed by the Committee without a meeting; and
 - d. retain the minutes (electrical format acceptable) for a period of time as may be required under the Act.
- 2) The Club must ensure that minutes are signed within a reasonable time after the date of the meeting or of the resolution being passed by:
 - a. The Chairperson of the meeting; or
 - b. The Chairperson of the next meeting; or
 - c. in the case of a resolution without a meeting, a Committee Member.
- 3) In the absence of evidence to the contrary, contents of the minutes that are recorded in accordance with this Clause is evidence of all the matters shown in the minutes.

18. Voting rights of members

- 1) At general meetings each member present who is entitled to vote in accordance with these rules has only one vote;
- 2) A member must be over the age of 18 to be eligible to vote at any meetings of the Club;
- 3) A member, may, in writing to the Secretary at least 7 days prior to any meeting of the Club, appoint a natural person, who is also a member, as their proxy to attend and vote.

19. Rules

- 1) These rules may be varied, amended or rescinded from time to time by Special Resolution in accordance with Division 2 of Part 3 of the Act.
- 2) 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.

20. Common seal

- 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 clause 21.
- 3) The affixing of the common seal of the Club shall be witnessed by any 2 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.

21. Inspection of records, etc. of Club

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

22. Distribution of surplus property on winding up of Club

- 1) For the purposes of this clause Surplus Property has the meaning given in section 3 of the Act.
- 2) Subject to the Act, the Club may voluntarily cease its activities and be wound up or cancelled in accordance with a Special Resolution.
- 3) Upon the winding up or cancellation of the Club, any Surplus Property shall be distributed to one or more organisations listed in section 24(1) of the Act with objects similar to the Objects.

23. Club By-Laws

The Committee may from time to time make, repeal or amend by-laws provided that no by-law shall be inconsistent with any of these rules.

24. Dispute Resolution

- 1) Application of disputes procedure – the disputes procedure outlined in this clause applies to disputes under these rules between:

- a) A Member and another Member or Members;
- b) A Member or Members and the Club

2) Disputes procedure

- a) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties. In the case of a dispute involving the Club, the President, or another Committee Member nominated by the President, will represent the Association.
- b) If the parties are unable to resolve the dispute within the 14-day period specified in Clause 24.2 (a), either party may initiate the dispute resolution procedure by giving a written notice to the Secretary identifying the parties to the dispute and the subject of the dispute.
- c) Within 28 days of receipt of a notice under Clause 24.2(b), a Committee meeting must be convened to determine the dispute.
- d) The Secretary must give the parties to the dispute at least 7 days' prior written notice of the date, time and place of the Committee meeting. The notice must inform the parties that they (or their Representative) may attend the Committee meeting and will be given a full and fair opportunity to make oral and written submissions to the Committee.
- e) At the Committee meeting, the Committee must:
 - a. give each party to the dispute, or the party's Representative, a fair opportunity to make oral submissions and must consider any written submissions; and
 - b. determine the dispute.
- f) Written notice of the Committee's decision regarding the dispute must be given to all parties to the dispute within 7 days after the Committee meeting.