

**CONSTITUTION AND RULES**

**OF**

**THE BELCONNEN UNITED**

**FOOTBALL CLUB**

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Australian Capital Territory  
Associations Incorporation Ordinance 1953

**CONSTITUTION AND RULES OF  
BELCONNEN UNITED FOOTBALL CLUB**

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**Australian Capital Territory**  
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**CONSTITUTION AND RULES OF THE**  
**BELCONNEN UNITED FOOTBALL CLUB**

**PART I. INTERPRETATION**

1. (a) In this constitution and rules unless the context otherwise requires:

"General meeting": means an annual general meeting or special general meeting convened in accordance with these rules.

"SL Delegate" means the person appointed from time-to-time in accordance with this constitution to represent the Club at meetings of the Senior League Assembly of Clubs (or equivalent committee) of Soccer Canberra Ltd or their successors.

"The Executive Committee" means the Executive Committee constituted in accordance with these Rules.

"The Club" means Belconnen United Football Club.

- (b) Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation Ordinance 1937 as amended from time-to-time.

**PART II. NAME**

2. The name of the Association shall be Belconnen United Football Club, with its registered headquarters at Belconnen Soccer Club at McKellar in the Australian Capital Territory.

**PART III. OBJECTS, PURPOSES AND POWERS**

3. The objects and purposes of the Club are:-
- (a) To promote and foster the sport of soccer.
- (aa) Promote and support the participation of teams in regional or national soccer competitions representative of the Belconnen District,

the ACT and / or the southern New South Wales region (including the New South Wales south coast).

- (b) To promote social intercourse amongst members and conduct sporting or recreational activities for the benefit of members of a non-profit club
- (c) Field teams in competitions operated by the Australian Soccer Association, Capital Football, Soccer New South Wales or such other national or regional competitions as the Executive Committee may from time to time consider appropriate;
- (d) Promote and support the development of Junior Soccer;
- (f) Promote and support the development women's soccer and support the participation of teams in women's soccer competitions;
- (g) Encourage players to become coaches or referees
- (h) Support and participate in the administration of soccer within the Belconnen District and the Australian Capital Territory and Soccer New South Wales and with such other entities relevant to the activities of the club.
- (i) Enhance the image of football.

4. The Club shall have the following powers:-

- (a) To affiliate and liaise with any organisation that will further the objects and purposes of the Club and the interests of the sport of soccer generally.
- (b) To take such steps as the Executive Committee or the members in general meeting may from time to time deem expedient for the purposes of raising funds or procuring contributions to the funds of the Club, whether by way of donations, subscriptions or otherwise.
- (c) To accept any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Club.
- (d) To borrow or raise money in such manner as the Executive Committee may think fit or as may be approved or directed by resolution passed at a general meeting and to secure the repayment of money so raised or borrowed or the payment of any other debt or

liability of the Club by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Club.

(e) To buy, sell, supply and deal in all kinds of goods, equipment or provisions required by the Club or by members or persons participating in the activities of the Club.

(f) To print and publish such newsletters, periodicals, books, leaflets or other documents as the Executive Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Club and to maintain a library for the use of members.

(g) To arrange, promote, conduct and direct outings, excursions and social activities.

(h) To purchase, take on lease or in exchange, and hire or otherwise acquire any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Club.

(i) To construct, maintain and alter buildings, and undertake works necessary or convenient for any of the objects or purposes of the Club.

(j) Subject to the provisions of the Trustees Ordinance 1957, to invest any moneys of the Club not immediately required for any of its objects or purposes in such manner as the Executive Committee may from time-to-time determine.

(k) To establish, support, or aid in the establishment or support of, any other association or other body formed for any objects consistent with the objects or purposes of the Club.

(l) To do all such things consistent with the above provisions as are incidental or conducive to the attainment of the objects or purposes and the exercise of the powers of the Club.

#### **PART IV - MEMBERSHIP**

**5.** The membership of the Club shall be open to:

(i) the parents and/or guardians of any person under the age of 18 years registered as a player with the Club;

(i)(a) any player over the age of 18 years registered with the club;

(i)(b) any member of the Executive Committee;

- (i)(c) any coaches, team managers and other officials of teams associated with the club;
- (ii) any person, who in the opinion of the Executive Committee, participates in the activities of the club or who demonstrates an interest in the objects, purposes or powers of the Club.

For the purposes of clauses (i), (i)(a) and (i)(c) of this clause persons registering as players with the Club and any coaches, team managers and other officials associated with teams of the Club shall automatically become members of the Club for the year in which they are registered or otherwise acting as a coach, team manager or other official and may engage in the normal activities of the Club but shall not be entitled to vote at general meetings of the Club unless they have reached the age of 18. Players, coaches, team managers and other officials of age 18 and over must be encouraged to become members of Belconnen Soccer Club Ltd.

- 6. (a) An application for membership shall be in a form approved by the Executive Committee and shall be accompanied by an amount equal to the amount of subscription, if any, for the time being determined in accordance with these Rules.  
  
(b) The Executive Committee may grant or refuse membership in its absolute discretion. If any application is not approved the amount of subscription, if any, shall be returned to the applicant without interest.  
  
(c) Upon an application for membership being approved, the applicant's name shall be entered in a register of members in a form approved by the Executive Committee, whereupon the applicant becomes a member of the Club.
- 7. A right, privilege or obligation or a person by virtue of his/her membership of the Club is not capable of being transferred or transmitted to another person and terminates upon the cessation of his/her membership.
- 8. A member shall cease to be a member if he/she does not renew his/her membership and pay the amount of annual subscription, if any, prior to the commencement of the official playing season in each year.
- 9. A member of the Club may, at any time, resign from the Club by delivering or sending by post to the Director of Administration a written notice of resignation. Upon receipt of the notice by the Director of Administration the member ceases to be a member.

10. (a) The amount of subscription for membership and for registration of a person as a player shall be fixed by the members of the Club at each annual general meeting for the ensuing year.  
  
(b) In the event that an amount of subscription is not fixed, a member shall, for the purposes of these rules, be deemed to be a financial member for the ensuing year.  
  
(c) For the purposes of these rules, the amount of subscription for the registration of a person as a player shall be deemed to include the amount of subscription for membership of that person.
11. A member of the Club shall not be liable to contribute towards the payment of the debts and liabilities of the Club, or towards the costs, charges and expenses of a winding-up of the Club.
12. (a) In the event that a member has, in the opinion of the Executive Committee, refused to comply with the provisions of the Constitution, or has persistently acted in a manner prejudicial to the interests of the Club, the Executive Committee may:
  - (i) expel the member from the Club; or
  - (ii) suspend the member from such rights and privileges of membership of the Club as Executive Committee may determine for a specified period; or
  - (iii) take whatever other disciplinary action is considered necessary against the member to ensure that the interests of the Club are maintained.  
(b) In the event that the Executive Committee takes disciplinary action against a member under 12(a), the Director of Administration shall cause a notice in writing to be served on the member setting out the resolution of the Executive Committee and the grounds on which it is based;  
  
(c) (i) A member may appeal in writing to the Club against a resolution of the Executive Committee within 7 days of the date of the notice;  
  
(ii) The Director of Administration shall, on receipt of an appeal by a member under 12 (c) (i), notify the Executive Committee which shall convene an appeals sub-committee, constituted from the Belconnen United Soccer Club Board, to



hear the appeal within 21 days of the date of receipt by the Director of Administration of the notice of the appeal or as soon as possible after that date;

(iii) An appeals sub committee convened under 12 (c) (ii) may confirm or modify the original decision.

13. The Club or individual members shall not accept any responsibility for the safety or well-being of any member and every member engages in any activity in connection with the Club's affairs entirely at his, her own risk.
14. The Executive Committee may confer life membership of the Club, on any member who they desire to recognise as having rendered special service to the Club or who has made a special contribution to the advancement of the Club, being a person who has been directly associated with and actively engaged in promoting the aims of the Club. A person elected to life membership shall, for the purposes of this constitution, be deemed to be a financial member of the Club.
15. The Executive Committee may appoint up to five (5) Honorary Members each financial year in recognition of the special contribution they will be able to make in the furtherance of the Club's aims and objectives.

#### **PART V - EXECUTIVE COMMITTEE**

16. The management of the Club shall be vested in an Executive Committee which shall:
  - (a) control and manage the business and affairs of the Club;
  - (b) subject to these rules, exercise all such powers and functions as may be exercised by the Club, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Club;
  - (c) subject to these rules have power to perform all such acts and things as appear to the Committee to be necessary for the proper management of the business and affairs of the Club; and
  - (d) determine the duties of the members and Officers of the Committee consistent with the nature of the Office to which they are appointed.

17. (a) The Executive Committee shall consist of the officers of the Club all of whom shall be elected at the annual general meeting of the Club.
- (b) The Officers of the Club shall consist of:
- (i) The President (Chairman) – who shall chair meetings of the Executive Committee and act as spokesperson for the club unless the Executive Committee nominates another member of the Executive Committee to make any public comment or otherwise represent the interests of the club in the manner prescribed;
  - (ii) The Director of Administration – who shall be responsible for all administrative matters relating to the clubs activities;
  - (iii) The Director of Finance – who shall be responsible for all financial matters relating to the clubs activities;
  - (iv) The Director of Operations – who shall be responsible for property, grounds, communications and administrative matters relating to the conduct of sporting activities by or on behalf of the Club;
  - (v) The Director of Business Development – who shall be responsible for all matters relating to the marketing and promotion of the activities of the club
  - (vi) The Director of Mens Football – who shall be responsible for the development and coordination of all football matters for the junior and senior mens program;
  - (vii) The Director of Womens Football – who shall be responsible for the development and coordination of all football matters for the junior and senior womens program and
  - (viii) The Director of Community – who shall be responsible for liaising with all interrelated football entities including our affiliated junior clubs.
- (e) The Officers of the club referred to at clause 17(b)(ii) – (viii) may each convene a sub committee to assist in the discharge of their responsibilities and co opt person/s to act as members of that sub committee. The Officer of the club who forms a sub committee shall act as Chair of that sub committee and report to the Executive Committee on the activities of the sub committee at such times and in such manner as the Executive Committee directs.

(f) Each officer of the Executive Committee shall hold office, subject to these rules until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

**18. Election of committee members.**

(a) Nominations of candidates for election as office bearers of the Club:

(i) shall be made in writing, signed by two members of the Club and accompanied by written consent of the candidate (which may be endorsed on the nomination form); and

(ii) shall be delivered to the Director of Administration of the Club not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.

(b) If a nomination is received to fill a specific vacancy (and no other person has nominated to fill that vacancy) on the Committee the candidate nominated for that position shall be deemed to be elected.

(c) If insufficient nominations are received to fill all vacancies on the Committee, any vacant positions shall be deemed to be vacancies and further nominations shall be received at the Annual General Meeting.

(d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected. If necessary portfolio responsibilities may be determined by the Executive Committee at the first meeting of the Executive Committee following the Annual General meeting.

(e) If the number of nominations received exceeds the number of vacancies to be filled either for a specific position on the Committee or for all vacancies on the Committee to be filled, a ballot shall be held.

(f) The ballot for the election of office bearers shall be conducted at the Annual General Meeting in such a manner as the Executive Committee may direct.

**19. For the purposes of these rules, the office of any member of the Executive Committee becomes vacant if the member:**

- (a) resigns his/her office by written notice signed by him / her and addressed to the Director of Administration of the Club;
  - (b) ceases to be a member of the Club;
  - (c) fails to pay all arrears of subscriptions due by him / her within fourteen days after he/she has received a notice in writing signed by the Director of Administration stating that he/she has ceased to be a financial member of the Club;
  - (d) votes as a member of the Executive Committee in respect of any contract in which he/she is financially interested.
  - (e) The position of any members of the Executive Committee absent from three consecutive meetings without being granted leave by the Committee may be declared vacant at the discretion of the Committee.
  - (f) Any elected or appointed member of the Executive Committee may be removed from office by resolution of the members of the Club passed at a Special General Meeting.
- 20.** In the event of a casual vacancy in the membership of the Executive Committee, the Executive Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to the provisions of the Constitution, until the conclusion of the unexpired term of the office.
- 21.** (a) The Executive Committee shall meet at such place and at such times as the Committee may determine, but shall meet at least once in each period of two months.
- (b) Special meetings of the Executive Committee may be convened at the request of the Chairman or any four of its members. Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted.
- (c) At meetings of the Executive Committee the Chairman shall act as chairman of the meeting. In the absence of the Chairman, the members present shall elect a chairman.
- (d) (i) No item of business shall be transacted at an Executive Committee meeting unless a quorum of members entitled to vote under these rules is present during the time when the meeting is considering that item.

- (ii) Four members constitute a quorum for the transaction of business at an Executive Committee meeting.
- 22. Questions arising at a meeting of the Executive Committee shall be determined by a majority of votes on a show of hands. Each member, including the Chairman, shall be entitled to one vote and in the event of an equality of votes on any question, the Chairman shall have a casting vote.
- 23. (a) A member of the Executive Committee who is interested in any contract or arrangement made or proposed to be made with the Club shall disclose his / her interest at the first meeting of that Committee at which the contract or arrangement is first taken into consideration, if his / her interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of his / her interest.
  - (b) No member of the Executive Committee shall vote as a member of the Committee in respect of any contracts or arrangement in which he/she is interested and if he/she does so vote his/her vote shall not be counted.
- 24. The Executive Committee may appoint sub-committees for such purposes as the Executive Committee directs and a sub-committee shall report to the Executive Committee at such times and in such manner as the Executive Committee directs.

#### **PART VI - FINANCIAL MATTERS**

- 25. (a) The Director of Finance shall:
  - (i) collect and receive all moneys due to the Club and make all payments authorised by the Executive Committee; and
  - (ii) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (b) The accounting records shall all be kept in such a manner as will enable true and fair accounts of the Club to be prepared from time-to-time and the accounts of the Club to be conveniently and properly audited.
- (c) Subject to any reasonable restrictions as to time and manner of inspecting them that may, for the time being, be imposed by the Club,

the accounting records shall be open to the inspection of the members of the Club.

(d) The accounting records shall be kept at such place or places as the Executive Committee from time-to-time determines.

26. (a) The Director of Finance shall, on behalf of the Club, receive all moneys paid to the Club and, upon receipt, issue official receipts therefore.
- (b) The Executive Committee shall cause to be opened with such banks as it selects, banking accounts in the name of the Club into which all moneys received shall be paid by the Director of Finance as soon as possible after receipt thereof.
- (c) Except with the authority of the Executive Committee, no payment shall be made from the funds of the Club otherwise than by electronic funds transfer from the Club's bank account, but the Executive Committee may provide the Director of Finance with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive Committee may impose.
- (d) No payments shall made or funds drawn from the Club's bank account except for the payment of expenditure that has been authorised by the Executive Committee.
- (e) All payments made or funds drawn from the Club's bank account shall be signed by two Officers of the Executive Committee as the Committee shall from time-to-time determine provided that those two officers are not members of the same family.
27. (a) At each Annual General Meeting of the Club the members present shall appoint a person, not being a member, servant or Public Officer of the Club, as the auditor of the Club.
- (b) A person so appointed shall hold office until the Annual General Meeting next after that at which he/she is appointed, and is eligible for re-appointment.
- (c) If an appointment is not made at an Annual General Meeting the Executive Committee shall appoint an auditor of the Club for the current financial year.
- (d) If a casual vacancy occurs in the office of auditor during the course of a financial year, the Executive Committee may appoint a

person as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

(e) Nominations for appointment as auditor may be made orally at an Annual General Meeting.

28. (a) The Executive Committee shall, at least once in each financial year, cause the financial affairs of the Club to be audited by the person appointed as auditor of the Club in accordance with these Rules, and shall prepare or cause to be prepared, a balance sheet setting out the assets and liabilities of the Club.

(b) The Director of Finance shall cause to be delivered to the auditor the accounts, books and accounting records of the Club.

(c) The auditor:

(i) has a right of access to the accounts, books and accounting records of the Club,

(ii) may require from the Executive Committee of the Club, such information and explanations as may be necessary for the performance of his/her duties as auditor;

(iii) may employ persons to assist him/her in investigating the accounts of the Club.

(d) The auditor shall certify as to the correctness of the accounts and balance sheet of the Club and shall report thereon to the members present at the Annual General Meeting.

(e) In his/her report, and in certifying as to the correctness of the accounts, the auditor shall state:

(i) whether he/she has obtained the information required by him / her,

(ii) whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and fair view of the financial position of the Club according to the information at his/her disposal and the explanations given to him/her and as shown by the books of the Club and

(iii) whether the rules relating to the administration of the funds of the Club have been observed.

29. The financial year of the Club shall be the period ending 30 June in each year.

#### **PART VII - INCOME AND PROPERTY OF THE CLUB**

30. (a) The income and property of the Club, however derived, shall be applied solely towards furthering the objects and purposes of the Club and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise to any member of the Club.

- (b) The Club shall not:-

(i) appoint a person who is an elected member of the Executive Committee to any office under the control of the Club to the holder of which there is payable any remuneration by way of salary, fees or allowances; or

(ii) pay to any member of the Executive Committee any remuneration or other benefit in money or moneys worth in respect of that member's office (other than the repayment of out-of-pocket expenses).

- (c) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Club of:

(i) remuneration in return for service actually rendered to the Club by the servant or member or for goods supplied to the Club by the servant or member in the ordinary course of business;

(ii) interest at a rate not exceeding the Commonwealth Savings Bond Rate on moneys lent to the Club by the servant or member; or

(iii) a reasonable and proper sum by way of rent for premises let to the Club by the servant or member.

#### **PART VIII - GENERAL MEETINGS**

31. Annual General Meeting

(a) The Club shall, in each year, hold an Annual General Meeting, which shall be held on such day (being not later than five months after the close of the financial year of the Club), as the Executive Committee determines.



- (b) The Annual General Meeting shall be specified as such in the notice convening it.
- (c) The ordinary business of the Annual General Meeting shall be:
  - (i) to confirm the minutes of the last preceding Annual General Meeting;
  - (ii) to receive from the Executive Committee, auditor and officers of the Club, reports upon the activities and transactions of the Club during the last preceding financial year;
  - (iii) to elect those positions of the Executive Committee of the Club which are due for election;
  - (iv) to appoint the auditor and to fix his/her remuneration;
  - (iv) to fix the amount of subscription for membership of the Club and registration of a person as a player for the ensuing year.
- (d)
  - (i) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
  - (ii) Any member wishing to discuss an item of business at the Annual General Meeting shall submit notice of such business to the Director of Administration in writing five days prior to the Annual General Meeting and such business shall be included on the agenda by the Secretary.

### **32. Special General Meeting**

- (a) The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the Club and shall, on the requisition in writing of not less than fifteen members, convene a Special General Meeting of the Club.
- (b) A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and be delivered to the Director of Administration and may consist of several documents in like form, each one signed by one or more of the requisitionists.
- (c) If the Executive Committee does not cause a Special General Meeting to be held within one month from the date on which a requisition therefore is delivered to the Director of Administration the requisitionists, or any one of them, may convene the meeting, but any

meeting so convened shall not be held more than three months from the date of the delivery of the requisition.

(d) Special General Meetings convened by requisitionists in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring such expense, if so approved by the meeting.

(e) At Special General Meetings business shall be confined to the matter for which the meeting has been called.

### **33. Procedure**

(a) The Director of Administration shall, at least seven days before the date fixed for holding a General Meeting of the Club, lodge with the Secretary Manager of the Belconnen Soccer Club, a notice specifying the place, day and time for the holding of the meeting and the general nature of the business to be transacted thereat, which shall then be placed on the Notice Board within the Belconnen Soccer Club.

(b) The Executive Committee shall cause notice of a General Meeting to be published in any of the Club's circulars or newsletters distributed to members from time-to-time but non-receipt of such notice by any member shall not invalidate the proceedings at such general meeting.

**34.** (a) The Chairman, shall act as Chairman at every General Meeting of the Club. In the absence of the Chairman, the members present shall elect a Chairman.

(b) No item of business shall be transacted at any meeting unless a quorum of members entitled to vote under these rules is present during the time when the meeting is considering that item.

(c) Ten members constitute a quorum for the transaction of the business of a General Meeting.

**35.** (a) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time-to-time and place-to-place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (b) If within one hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting shall, if convened upon the requisition of members, be dissolved and in any other case, stand adjourned to such day (being not less than fourteen days later than the day appointed for the holding of the meeting), such time and such place as are determined by the Executive Committee and, if at the adjourned meeting a quorum is not present within one hour after the commencement of the meeting, the meeting shall be dissolved.
36. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such usual and proper manner as the Chairman of the meeting may direct and the result of that poll shall be deemed to be the resolution of the meeting on that question.
37. Upon any question arising at a General Meeting each financial member shall have one vote and, in the event of an equality of votes on any question, the Chairman shall have a casting vote. All votes shall be given personally.

#### PART IX - MISCELLANEOUS

38. (a) The Executive Committee shall appoint a person resident in the Australian Capital Territory to be the Public Officer of the Club for the purposes of the Associations Incorporation Ordinance 1953 and if that office at any time becomes vacant, appoint a person resident in the Territory to fill that vacancy.
- (b) The Public Officer of the Club may, subject to these rules, hold any other office in the Club.
- (c) The office of the Public Officer of the Club becomes vacant if the person holding that office:
- (i) dies;
  - (ii) becomes bankrupt, applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with his / her creditors;
  - (iii) becomes of unsound mind;
  - (iv) resigns his / her office by writing signed by him / her addressed to the Executive Committee:

- (v) ceases to be resident in the Territory; or
- (vi) is dismissed from that office by the Executive Committee.

**39. Common seal**

(a) The common seal of the Club shall be in the form of a rubber stamp inscribed with the name of the Club encircling the word "Seal".

(b) The Executive Committee shall provide for the safe custody of the seal, in the safe at Belconnen Soccer Club, which shall be used only by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by two officers of the Executive Committee as determined by the Executive Committee for the purposes, providing that those two officers shall not be members of the same family.

**40.** Neither the objects of the Club referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

**41.** (a) Subject to the provisions of the Associations Incorporation Ordinance 1953, the Club may be dissolved in terms of a resolution passed, at a Special General Meeting of the Club called for that purpose, by a majority of at least two-thirds of the members present and entitled to vote. Such resolution shall provide for the distribution of the surplus assets of the Club to the Belconnen Soccer Club, who will act as Receiver of such assets.

(b) At a General Meeting of the Club, the Club shall pass a special resolution nomination:

(i) another association for the purpose of paragraph 92 (1) of the Act; or

(ii) a fund, authority or institution for the purpose of paragraph 92 (1) (a) of the Act, in which to vest its surplus property in the event of the dissolution or winding up of the Club.

(c) An Association nominated under paragraph (1) (a) must fulfil the requirements specified in subsection 92 (2) of the Act.

**42. Custody of books**

Subject to the Act, the Regulations and these Rules, the Director of Administration shall keep in his or her custody or under his or her

control all records, books and other documents, excepting for financial records which are kept by the Director of Finance, relating to the Club.

**43. Inspection of books**

The records, books and other documents of the Club shall be open to inspection at a place in the Territory, free of charge, by a member of the Club at any reasonable hour.

**44. Service of notices**

(a) For the purpose of these rules, a notice may be served on behalf of the Club upon any member either personally or by sending it by post to the member's address shown in the register of members.

(b) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been delivered in the ordinary course of post.