

PROSPECT HAWKS



**Constitution
of
Prospect Junior Football Club Inc.**

November 2017

Version 7

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of
Prospect Junior Football Club Inc.
Amended: November 2017**

1. Name:

- 1.1. The name of the Club shall be the "Prospect Junior Football Club Inc" hereinafter referred to as the 'Club'.
- 1.2. The Club shall be based at Prospect Vale Regional Park (Harley Parade) football ground in Prospect, Launceston, Tasmania.

2. Objects:

- 2.1. Prospect Junior Football Club is the Auskick / junior and youth football club of the Western Suburbs of Launceston and the Meander Valley, providing an opportunity for all young footballers to progress along a participation pathway in the Northern Tasmanian Junior Football Association.
- 2.2. The Club will provide a safe, family oriented, development environment for football players aged from 5 – 17 years, encouraging the most talented players to achieve to the highest standard while always aiming to maximise participation amongst the children / youth of the region.
- 2.3. To educate and to assist the Club's community to participate in sporting activities, including improving facilities for all types of community sport.

3. Affiliation:

- 3.1. The Club shall be a member of the Northern Tasmanian Junior Football Association (NTJFA) and the Prospect Park Sports Club Inc.
- 3.2. The Club fully supports the governing role that AFL Tasmania and the AFL has in relation to football in Tasmania and will adopt the rules and regulations of these bodies where the Club's or NTJFA's are unable to resolve or address any matter before the Club.
- 3.3. The Club may from time to time be affiliated or have partnerships with senior football Club(s) / Associations, eg St.Patrick's Old Collegians FC, and other sporting Clubs / Associations, eg Launceston Touch Association, where those arrangements assist the achievement of the objects of the Club.

4. Powers of the Club:

- 4.1. The Club may acquire, hold, deal with and dispose of any real or personal property.
- 4.2. The Club may open and operate bank accounts.
- 4.3. The Club may invest its' money:
 - 4.3.1.in any security in which trust moneys may be invested; or
 - 4.3.2.in any other manner authorised by the rules of the Club.
- 4.4. The Club may borrow money upon such terms and conditions as the Club thinks fit.
- 4.5. The Club to give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 4.6. The Club may appoint agents to transact any business of the Club on its behalf.
- 4.7. The Club may enter into any other contract the Club considers necessary.

5. Membership:

- 5.1. Membership of the Club shall be conferred on any approved person who applies in writing and pays an ordinary or player membership fee, decided on by the Executive Committee, for period expiring at the Annual General Meeting succeeding the date of payment.
- 5.2. Where membership is not conferred by the decision of the Club Committee the applicant will be advised in writing.
- 5.3. Each approved and financial Member shall be:
 - 5.3.1. bound by the Constitution and By-laws of the Club.
 - 5.3.2. come liable for such fees and subscriptions as may be fixed by the Club.
 - 5.3.3. entitled to all advantages and privileges of membership.
 - 5.3.4. issued with a badge or Certificate of Membership for the appropriate year.

6. Membership Categories:

- 6.1. **Ordinary Member:** Any person who is a financial member of the Club is entitled to hold any office and enjoy the privileges of the Club.
- 6.2. **Player Member:** Any registered player of the Club may enjoy appropriate privileges of the Club, but may not have voting rights nor be entitled to hold any office.
- 6.3. **Parent / Guardian Member:** Any parent / guardian of a registered player of the Club and who is a financial member of the Club is entitled to hold any office and enjoy the privileges of the Club.
- 6.4. **Life Membership:** The Committee may recommend to the Annual Meeting that a Member who has given outstanding service to the Club be elected an Honorary Life Member. The Annual Meeting may adopt such recommendation and elect that member an Honorary Life Member. The Committee shall decide what constitutes outstanding service, but no members shall be elected an Honorary Life Member unless they have had at least seven (7) years official connection with the Club.
- 6.5. **Patrons:** The Club may at its discretion appoint Patrons of the Club for such period as may be deemed necessary. The Patron(s) shall not be eligible to vote unless they are a current member of the Club under an appropriate category of membership.
- 6.6. **Vice Patrons:** The Club may at its discretion appoint Vice Patron(s) of the Club for such period as may be deemed necessary. The Vice Patron(s) shall not be eligible to vote unless they are a current member of the Club under an appropriate category of membership.
- 6.7. **Player Life Membership:** The Committee may recommend to the Annual Meeting that a Player Member who has given outstanding service to the Club be elected an Player Life Member. The Annual Meeting may adopt such recommendation and elect that member a Player Life Member. The Committee shall decide what constitutes outstanding service and will be guided by the generic and specific eligibility criteria for this recognition as per By-Law 6.
- 6.8. The Club shall maintain an up to date register of members of the Club that may, from time to time and where no breach of relevant privacy laws occurs, be available for inspection by members.

7. Termination of Membership:

- 7.1. Any person's membership may be terminated by the following events:
 - 7.1.1. Resignation
 - 7.1.2. False or inaccurate statements made in the members application for membership of the Club, breach of any rule, regulation or by-law of the Club or commit any act detrimental to the Club.
- 7.2. The Club Committee shall have the power to suspend or expel any member of the Club for any of the events in Clause 7.1 above.

7.3. Any member who is expelled, suspended or has their membership terminated shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

8. Committee and Office Bearers:

8.1. Management of the Club shall be vested in the Office Bearers who form the Club Committee and all of whom will be elected / appointed by the members at the Annual General Meeting.

8.2. The Office Bearers of the Club shall consist of a President, Vice President, Secretary and Treasurer, all of whom will collectively be called the Executive of the Committee, all of whom will be elected annually at an Annual General meeting.

8.3. In addition to the Executive Committee there will be five (5) other Committee persons, all of whom will be elected annually at an Annual General meeting.

8.4. The following Office Bearers of the Club - Chairperson, NTJFA Delegate, NTJFA Board Member, and two (2) Prospect Park Sports Club Delegates – will participate in Committee, but do not have voting rights and will be appointed by the Annual General Meeting or at the earliest opportunity by the Committee.

8.5. In the event of a resignation of any Committee persons the Committee may elect to approach a person suitable to fill the vacancy for the remainder of the year (providing this person is a financial member), with the exception of the President's Office, whose position must be filled by election at a special General Meeting.

8.6. No person shall hold more than one position on the Committee, which have voting rights, at any one time, but may hold a position with voting rights and a position without voting rights simultaneously.

9. Chairperson:

9.1. The Annual General Meeting or the Committee shall appoint an independent Chairperson from time to time to assist with the smooth conduct of all General and Committee meetings.

10. President:

10.1. The President shall take the Chair at each General or Committee meeting where no independent Chairperson is present or has been appointed. The President has an ordinary vote, but no casting vote.

11. Secretary:

11.1. The Secretary shall be elected by the Annual General Meeting and shall continue in office until his or her services are dispensed with by the Committee or a subsequent Annual General Meeting of members.

11.2. The Secretary shall be required to perform all the clerical work of the Club and carry out the directions of the Club and keep minutes of the proceedings.

12. Treasurer and Financial Management:

12.1. The Treasurer shall receive all monies due to the Account of the Club and pay same into the Bank from time to time as appointed by the Committee to an Account(s) in the name of the Prospect Junior Football Club Incorporated.

12.2. The Treasurer shall keep a correct account of all receipts and payments; and shall ensure all accounts are duly paid when passed by the Committee.

12.3. All cheques / bank transactions for disbursement shall be signed by any two of the Executive.

12.4. The Treasurer shall establish and record expenditure of Petty Cash as authorised by the Committee.

- 12.5. The Treasurer shall present a statement showing the financial position of the Club as requested at Committee Meetings and normally on a monthly basis.
- 12.6. The Treasurer shall present a statement of Income and Expenditure and Assets and Liabilities to the Annual General Meeting. The Auditors report shall be attached to such financial report.
- 12.7. The financial year of the Club shall commence on 1 October each year. The accounts, books and all financial records of the Club shall be audited each year.

13. Auditor and Public Officer

- 13.1. The Annual General Meeting shall elect or appoint an Auditor for the purpose of examining and auditing all the books and accounts of the Club annually, and who has the power to call for all books, papers, accounts, receipts of the Club and report thereon to the Annual General Meeting.
- 13.2. The Annual General Meeting shall elect or appoint a Public Officer for the Club who will normally be the Secretary.

14. Committee Management Powers:

- 14.1. The Committee shall have sole management of the Club and shall have the power to perform all such acts and deeds as shall appear desirable or essential for the welfare and good government of the Club.
- 14.2. The Committee shall meet a minimum of 10 times in each year and at least once monthly from February to November each year.
- 14.3. The Committee may appoint from time to time Sub Committees for matters of special interest that may require particular attention.

15. General Meetings:

15.1. *Annual General Meeting*

- 15.1.1. The Annual Meeting of the Club shall be held not later than the second week in November each year for the purpose of receiving the Annual Report and Audited Financial Statement; the election of Officers and dealing with any other business.
- 15.1.2. The date, time and place of the Meeting shall be advertised in at least one (1) of the local daily newspapers at least fourteen (14) days prior and again seven (7) days prior to the Annual Meeting.
- 15.1.3. The financial year-end on the last day of the month of September each year.
- 15.1.4. All financial members of the Club may attend the Annual General Meeting.

15.2. *Special General Meeting*

- 15.2.1. Special General Meetings may be called by:
 - 15.2.1.1. The Committee
 - 15.2.1.2. The President upon receiving a requisition setting forth the objects of the meeting signed by eleven (11) financial members of the Club
- 15.2.2. The President shall give one (1) week's notice of a Special General Meeting by advertising the objects of the Meeting in one (1) of the local daily newspapers. Such Meeting shall be held within twenty one (21) days from the date of such requisition and will only deal with the specified business.

16. Quorums:

- 16.1. Five (5) members of the Committee eligible to vote shall form a Quorum at any meeting of the Committee.
- 16.2. Eleven (11) Members shall form a Quorum at a General Meeting.

- 16.3. Thirteen (13) Members shall form a Quorum at an Annual General Meeting, but in the event that no quorum can be achieved the meeting shall adjourn for one (1) week and in the event that a quorum is not achieved at the subsequent meeting the members present shall be competent to discharge the business of the meeting.
- 16.4. The decision of the majority of such members present shall be the decision of the Meeting.

17. Voting:

- 17.1. Voting powers at the Annual General Meeting and Special General Meetings:
- 17.1.1. Each individual member that is eligible to vote and is present shall have one (1) vote.
- 17.1.2. The sense of every Meeting shall be determined by a show of hands unless any two (2) Members demand a secret ballot.
- 17.1.3. Voting by Proxy shall not be allowed.

18. Forfeiture of Office

- 18.1. Any member of the Committee or any Sub-Committee may lose their seat on that Committee for the following:
- 18.1.1. Any member absenting themselves from three (3) consecutive Meetings without a satisfactory explanation shall be held to have vacated his/her Office and the Committee may fill any such vacancy as per Rule 8.5 above.
- 18.1.2. Any member of the Committee or any Sub-Committee who is found not to be financial.

19. Alterations to the Constitution and By-Laws

- 19.1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or Special General Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a Special General Meeting called for such purpose.
- 19.2. Such motions or any part thereof shall be of no effect unless passed by a seventy five (75%) majority (Special Resolution) of those present and entitled to vote at the Annual General Meeting, Special General Meeting, as the case may be.
- 19.3. Alterations to the By-laws can only be made at the Committee Meetings provided notice of the proposed alteration(s) has been duly notified to Committee members. If and when adopted changes to the Club By-laws must be advised to all members. All alterations must apply for a minimum of 12 months.
- 19.4. Alterations to the By-laws shall be of no effect unless passed by a seventy five (75%) majority (Special Resolution) of those present and entitled to vote at the Committee Meeting.

20. Dissolution

- 20.1. If on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed:
- 20.1.1. to another incorporated Club / Association having objects similar to those of the Prospect Junior Football Club.
- 20.1.2. for charitable or benevolent purposes, as the case requires, shall be determined by resolution of the members.
- 20.2. If on the winding up of the Club all debts and liabilities are not satisfied, then all members of the Club shall become liable to pay a fee of not greater than the Ordinary Membership fee.

21. Common Seal

- 21.1. The common seal of the Club shall be kept in the care of the Secretary.
- 21.2. The seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

22. By - laws

- 22.1. The by-laws are the Rules of the Prospect Junior Football Club and shall be attached to the Constitution of the Club or be available for inspection by members on request.

By-law 1 – Coaches & Competitions

1. Prior to the opening of each season the Committee shall appoint Coaches and Assistants to train and organise teams to participate in all competitions for boys and girls that are available in the NTFA, NTJFA and other AFL programs that meet the objectives of the Club, including: Auskick, Under 8s, Under 9s, Under 10s, Under 11s Under 12s, Under 13s Under 14s, Under 15s Under 16s, Under 17s Under 18s.
2. All coaches must be accredited to a minimum Level 1 and hold Tasmanian Working with Vulnerable People certification prior to each season.

By-law 2 - Discipline

1. All members / players of the Club are subject to the Laws of Australian Football as prescribed by the AFL.
2. All members and parents of the Club are subject to the Club / NTJFA code of conduct and are respondents to this as detailed in the Club Handbook and the NTJFA Handbook.
3. Each member will be expected to conduct himself or herself in a manner that shall encourage all intending players to play in the act of good sportsmanship and enjoyment.
4. Bad language or conduct of any Player must not be condoned as not lower the integrity of the Club, or be prejudicial to the best interest of the sport of Football.

By-law 3 - Uniforms

1. The Uniform of the Club shall be as follows:
 - Guernsey – white, brown, gold and dark green with a Hawk emblem on the front.
 - Shorts – brown, white, gold and dark green
 - Socks – brown, gold and white and dark green

By-law 4 – Club Development Plan

1. The Club will establish a Club Development Plan with the assistance of AFL Tasmania and review and update the Plan as required.

By-law 5 - Eligibility of Suspended Players for Best and Fairest Awards

1. Where the Club conducts a Best and Fairest Award for youth aged teams, otherwise eligible players will be deemed ineligible to win their respective award(s) if they have been suspended by the NTJFA for an infringement of the Laws of Australian Football.

By-law 6 - Player Life Membership

1. **Generic eligibility criteria:**
 - Person being nominated must have played for Prospect Sharks Junior Football Club Inc / Prospect (Hawks) Junior Football Club Inc at some time since the club first began operating in 2002.
 - Person must be deemed to be of good character and not bring the Prospect Junior Football Club Inc or Football in general into disrepute.
2. **Specific eligibility criteria (at least one must apply):**
 - Play U9 to U16 (or U18 if available) inclusive – at least 8 consecutive seasons.
 - Play minimum of 100 roster / finals games with the Club.
 - Minimum 2 full seasons as a player and high achievement, eg: Drafted to AFL, 100 games of TSL football, Senior Tasmanian representative, multiple Tasmanian Underage representative, NTJFA best and fairest.
 - Special circumstances, eg multiple premiership player, multiple club awards, played Auskick with the club for years 5 to 8, but unable to complete 100 games with the Club due to circumstances (such as illness / disability / family move).

Adoption

First Adopted as the Constitution of the Prospect Junior Football Club Incorporated on the 31st day of October 2005 at Prospect Vale Park, Prospect in Tasmania.