



Statement of Purposes & Rules

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Statement of Purposes

The purposes of South Metro Junior Football League Incorporated (“the SMJFL”) are to:

1. Maintain an independent junior Australian Rules Football (“football”) competition within the region in which its Member Clubs are located (“the region”); and
2. Facilitate the playing of the game of football between teams fielded by its Member Clubs; and
3. Facilitate participation in representative games of football with other football leagues and associations; and
4. Encourage, foster, develop and promote participation in football in the region.

Rules

1 Name

The name of the incorporated association is South Metro Junior Football League Incorporated.

2 Definitions

In these Rules and any By-laws made or adopted pursuant to these Rules unless the contrary intention appears:

Act means the Associations Incorporation Reform Act 2012 as amended from time to time and such Regulations made pursuant thereto as are in force from time to time;

AFL Victoria means AFL Victoria Limited and/or its successor/s;

Applicant Club means a football club that has made an application for membership of the SMJFL pursuant to Rule 3.18;

Board means the board of the SMJFL as constituted by these Rules;

Board Member means a member of the board of the SMJFL as constituted by these Rules, but does not include a person seconded to the Board pursuant to Rule 6.2;

Committee of management includes a Board, Committee or similar body (regardless of whether that body is an elected body) of a sporting club, sporting competition, league, association or similar organisation;

Financial year means the year ending 31 October;

General Manager means the General Manager appointed under Rule 12.1 of these Rules;

General Meeting means an Annual General Meeting or Special General Meeting of the SMJFL;

Interim Board means the persons elected as the Interim Board of the SMJFL on 21 February 2011.

Majority means a majority (50% plus one) of persons present and entitled to vote at a General Meeting or Board Meeting

Member means a Member Club, Life Member or Board Member, but does not include a person who has been seconded to the Board pursuant to Rule 6.2;

Member Club means a club that is a Member of the SMJFL by virtue of Rule 3.2 or which becomes a Member of the SMJFL pursuant to Rule 3.24;

SMJFL means South Metro Junior Football League Incorporated;

Official means any member of the committee of management of a Member Club and any person acting on behalf of a Member Club or the SMJFL in relation to any game of football approved, controlled or organised by the SMJFL;

Penalty unit means a monetary amount set by the Board from time to time and recorded in the By-laws

Registered player means a player registered by the SMJFL to participate in games of football approved, controlled or organised by the SMJFL;

Representative means a person who is a Member Club's representative pursuant to Rule 3.11 or 3.12;

Special majority means three quarters of the persons present and entitled to vote at a General Meeting.

3 Membership

Categories of Membership

3.1 The SMJFL shall consist of the following Members:

- (a) Member Clubs; and
- (b) Board Members; and
- (c) Life Members.

3.2 Each Club listed as a Member Club in the Register of Members kept pursuant to Rule 3.14 is a Member Club.

3.3 Each person listed as a Life Member in the Register of Members kept pursuant to Rule 3.14 is a Life Member.

- 3.4 Each Board Member shall be a Member of the SMJFL for such time only as they remain a Board Member.
- 3.5
- (a)** The Board may each year admit to Life Membership up to 3 persons.
 - (b)** Any Member may nominate a person for life membership by providing written notice of the nomination to the General Manager by no later than 30 September in each year. The nomination form must be signed by a Member and countersigned by one other person and must outline the specific reason(s) for the nomination, a historical outline of the nominee's involvement with the SMJFL and the personal background of the nominee.
 - (c)** The Board shall consider the nomination no later than 2 board meetings prior to the Annual General Meeting and shall decide, in its total and absolute discretion, as to whether to admit the nominee to life membership, and shall not be required to provide any reasons for its decision.
- 3.6 Each Member, by their continuing membership, agrees for themselves, and (in the case of a Member Club) for their officials and registered players, to be bound by the Rules, By-laws, determinations and decisions of the SMJFL.

Voting rights of Members at General Meetings

- 3.7 Subject to Rules 3.8, 3.9 and 3.13, Member Clubs (by their Representative) and Board Members are entitled to attend, debate and vote at General Meetings.
- 3.8 Member Clubs (by their Representative) and Board Members are entitled to one vote each at General Meetings.
- 3.9 In any year in which a Member Club fields less than two teams in the football competitions conducted by the SMJFL that Member Club shall not be entitled to vote at, or add items (including Notices of Motion) to the Agenda for, General Meetings conducted during that year, including the Annual General Meeting next following the home and away season conducted in that year, regardless of whether that Annual General Meeting occurs in that year.
- 3.10 Life Members are entitled to attend and debate, but not vote, at General Meetings.
- 3.11 The President or Secretary of each Member Club shall be entitled to attend General Meetings as that Club's Representative.

- 3.12 Where the President and Secretary of a Member Club are both unavailable to attend a General Meeting that Club may, prior to the commencement of that meeting, provide written notice to the General Manager signed by its President or Secretary nominating another member of that Club's Committee of Management or like body to act as that Club's Representative at that General Meeting.
- 3.13 Unless otherwise determined by the Board, no Representative shall be permitted to attend, debate or vote at a General Meeting, unless all monies then due and payable to the SMJFL by that Representative's Member Club have been paid.

Register of Members

- 3.14 The General Manager shall keep and maintain a Register of Members in which shall be entered the name, postal address and (if available) facsimile and email details of each Member and in the case of a Member Club that Member Club's President and Secretary, and the date on which the entry was made.
- 3.15 The General Manager shall cause the matters referred to in Rule 3.14 to be entered into the Register of Members within 7 days of a person becoming a Member or of a vote in favour of an application pursuant to Rule 3.24(a).
- 3.16 Where there is a change of President or Secretary of a Member Club, written notice must be provided to the SMJFL within 7 days of such change, containing the name and contact details of the new President or Secretary.
- 3.17 The Register of Members shall be made available to any Member for inspection and copying within 7 days of a written request to the General Manager.

Applications for Membership

- 3.18 A football club seeking to become a Member Club of the SMJFL may make written application for membership. The applicant club must satisfy the Board that:-
- (a) It is incorporated pursuant to the Act or is a company incorporated pursuant to the Corporations Act ; and

- (b) Its application will comply with and satisfy the AFL Victoria requirements for transfer of clubs between leagues or associations (where applicable); and
 - (c) Its facilities and financial circumstances are of a standard acceptable to the Board; and
 - (d) Its name and uniform are, or will be altered so as to be, acceptable to the Board; and
 - (e) It has arrangements in place with the applicable persons or bodies in relation to the grounds at which it proposes to play its home games of football;
 - (f) It was a financial member for the previous season of the league or association with which it was then affiliated (if applicable); and
 - (g) It is willing to pay an entrance fee of up to 200 penalty units, as determined by the Board in each case.
- 3.19 Where an applicant club does not address each of the matters set out in Rule 3.18, and such other matters as the Board may consider relevant, to the satisfaction of the Board the application shall be refused.
- 3.20 Where an application is refused pursuant to Rule 3.19, the General Manager shall within 7 days of the decision to refuse the application notify the applicant club in writing of the fact of and reasons for the refusal.
- 3.21 An application pursuant to Rule 3.18 which addresses each of the matters set out in Rule 3.18, and such other matters as the Board may consider relevant, to the satisfaction of the Board shall be voted on at the next General Meeting.
- 3.22 Payment of the amount referred to in Rule 3.18(g) must be received by the General Manager at least 7 days before the General Meeting referred to in Rule 3.21.
- 3.23 At least one person representing the applicant club must attend at the General Meeting referred to in Rule 3.21, and one of those persons may address the meeting prior to the vote for a maximum of 10 minutes.
- 3.24 Upon:
- (a) the General Meeting referred to in Rule 3.21 voting by Special Majority in favour of an application pursuant to Rule 3.18; and

- (b) entry of the applicant club's name and details in the Register of Members

the applicant club shall become a Member Club.

- 3.25 If the General Meeting referred to in Rule 3.21 does not vote by Special Majority in favour of an application pursuant to Rule 3.18, any monies paid pursuant to Rule 3.22 must be refunded to the applicant club by the General Manager within 7 days of that General Meeting.

Affiliation Fees

- 3.26 An affiliation fee, the amount and method of calculation of which shall be determined by the Board from time to time, shall be payable by Member Clubs to the SMJFL annually.
- 3.27 Each Member Club must make due and punctual payment of all affiliation fees payable under these Rules, or comply with a financial arrangement for the payment of those fees as approved by the Board in its discretion.
- 3.28 Any Member Club that, at any time, has not paid all monies then due and payable by it to the SMJFL shall, subject to the Board's discretion, have all rights and privileges under these Rules suspended from 7 days after the date on which the monies were due and payable until such time as the monies are paid.
- 3.29 A suspension under Rule 3.28 is not effective until 3 business days after written notice of the suspension has been forwarded to the Member Club by the General Manager.

Resignation from SMJFL

- 3.30 A Member Club that has paid all monies due and payable to the SMJFL may resign from the SMJFL by giving to the General Manager one month's notice in writing of the Member Club's intention to resign.
- 3.31 After the expiry of the period referred to in Rule 3.30:-
(a) the Member Club ceases to be a Member of the SMJFL; and

- (b) the General Manager must record in the Register of Members the date on which the Member Club ceased to be a Member.

4 Discipline, Suspension and Expulsion of Members

Board's Discipline Powers

- 4.1 Subject to these Rules, in respect of any matter not expressly dealt with in the By-laws, if the Board is of the opinion that a Member or registered player or official has refused or neglected to comply with these Rules or the Bylaws, or has been guilty of conduct unbecoming a Member, registered player or official or prejudicial to the interests of the SMJFL, the Board may refer the matter to mediation under Rule 5 or resolve to proceed under this Rule and resolve to :-
- (a)** fine the Member, registered player or official; or
 - (b)** suspend the Member from membership of the SMJFL for a specified period; or
 - (c)** expel the Member from the SMJFL; or
 - (d)** deduct match points from a team fielded by the Member; or
 - (e)** disqualify a team fielded by the Member from any match played in a finals series and award the match to the opposing team; or
 - (f)** suspend a team fielded by the Member, or the registered player or the official from participating in games of football conducted by the SMJFL for a specified period of time.
- 4.2 If a matter referred to in Rule 4.1 is referred to mediation but is not resolved by that process, the Board may resolve to :-
- (a) fine the Member, registered player or official; or
 - (b) suspend the Member from membership of the SMJFL for a specified period; or
 - (c) expel the Member from the SMJFL; or
 - (d) deduct match points from a team fielded by the Member; or

- (e) disqualify a team fielded by the Member from any match played in a finals series and award the match to the opposing team; or
 - (f) suspend a team fielded by the Member, or the registered player or the official from participating in games of football conducted by the SMJFL for a specified period of time.
- 4.3 A resolution of the Board under Rule 4.1(c) or 4.2(c) to expel a Member does not take effect unless:-
- (a) At a meeting held pursuant to Rule 4.4 the Board confirms the resolution; and
 - (b) If the Member exercises a right of appeal to the SMJFL under Rule 4.7, the resolution is confirmed in accordance with Rule 4.9.
- 4.4 A meeting of the Board to confirm or revoke a resolution passed under Rule 4.1 or 4.2 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Member, registered player or official in accordance with Rule 4.5.
- 4.5 For the purpose of giving notice pursuant to Rule 4.4, the General Manager must, as soon as practicable, give to the member, registered player or official a written notice which:-
- (a) Sets out the resolution of the Board and the grounds on which it is based; and
 - (b) States that the Member, registered player or official or their representative, may address the Board at the meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given; and
 - (c) States the date, place and time of that meeting; and
 - (d) Informs the Member, registered player or official that he or she may do one or both of the following:-
 - i. Attend that meeting;
 - ii. Give to the Board before the date of that meeting a written statement seeking the revocation of the resolution; and

- (e) Informs the Member, registered player or official that if at that meeting the Board confirms the resolution, he or she may not later than 48 hours after that meeting, give the General Manager a notice to the effect that he or she wishes to appeal to the SMJFL in General Meeting against the resolution.
- 4.6 At a meeting of the Board held pursuant to Rule 4.4, the Board must:-
- (a) Give the Member, registered player or official or their representative an opportunity to be heard; and
 - (b) Give due consideration to any written statement submitted by the Member, registered player or official; and
 - (c) Determine by resolution whether to confirm or revoke the resolution.

Expulsion of Members

- 4.7 If at a meeting of the Board held pursuant to Rule 4.4, the Board confirms a resolution to expel a Member, the Member may, not later than 48 hours after that meeting, give the General Manager written notice to the effect that they wish to appeal to the SMJFL in General Meeting against the resolution.
- 4.8 If the General Manager receives a notice under Rule 4.7, together with payment of a bond of 50 penalty units, he or she must notify the Board who shall convene a General Meeting to be held within 21 days after the date on which the General Manager received the notice.
- 4.9 At the General Meeting convened under Rule 4.8:-
- (a) No business other than the question of the appeal may be conducted; and
 - (b) The Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) The Member or their representative must be given an opportunity to be heard; and
 - (d) The Club Members and Board Members present at the meeting must vote by secret ballot on the question whether the resolution should be confirmed; and

(e) The resolution is confirmed if a special majority vote in favour of the resolution. In any other case the resolution is revoked.

4.10 Where a resolution to expel a Member is revoked under Rule 4.9, the General Manager must refund the bond paid under Rule 4.8 within 7 days.

Board may “call in” and deal with matters

4.11 Before any:

(a) Committee; or

(b) Independent Tribunal; or

(c) Independent Appeals Board

established under these Rules or under the By-laws makes a decision in respect of any matter referred to it in accordance with these Rules or the By-laws, the Board may direct the relevant committee, Independent Tribunal or Independent Appeals Board to refer the matter to the Board for determination, if it appears to the Board that:-

(d) the matter raises a major issue of policy in relation to the activities of the SMJFL and the determination of the matter may have a substantial effect on the affairs of the SMJFL and/or any of its Members; or

(e) any decision on the matter has been unreasonably delayed or is otherwise disadvantaging one of the parties; or

(f) the consideration of the matter by the Board would better facilitate the SMJFL in controlling and managing its affairs.

4.12 In response to a direction pursuant to Rule 4.11, the relevant committee, Independent Tribunal or Independent Appeals Board must comply with the direction without delay and must not proceed further with the matter itself.

4.13 Upon making a direction under Rule 4.11 the Board shall be entitled to exercise the power of the relevant committee, Independent Tribunal or Independent Appeals Board and shall adopt so far as is practicable the procedures set out in these Rules or the By-laws applicable to that committee, Independent Tribunal or Appeals Board.

- 4.14 Subject only to the right of appeal against expulsion as provided for in these Rules, which appeal will be conducted in accordance with the procedures set out in Rules 4.7, 4.8 and 4.9, any decision of the Board in relation to a matter the subject of a direction pursuant to Rule 4.11 shall be final and binding.

5 Disputes and Mediation

- 5.1 The procedure set out in this Rule applies to disputes under these Rules between:
- (a) A Member and another Member or registered player or official of another Member; or
 - (b) A Member and the SMJFL; or
 - (c) A Member Club and an official or registered player of that Member Club, where the Member Club has referred the dispute to the SMJFL for resolution.
- 5.2 If a Member Club, registered player or official wishes to refer a resolution of the Board under Rule 4.1 to mediation the Member Club, registered player or official may invoke this Rule by serving notice in writing upon the General Manager within 10 days of receipt by the Member Club of the resolution of the Board under Rule 4.1.
- 5.3 Despite Rule 5.2, mediation under this Rule is not available in relation to a resolution of the Board pursuant to Rule 4.1(c).
- 5.4 Any Member Club, registered player or official with a complaint involving the result of a match or involving any other Member Club or registered player or official may have that complaint dealt with by mediation in accordance with this Rule and the By-laws.
- 5.5 The Board may delegate its discretion under Rule 4.1, as to referral of the complaint, to the General Manager to be exercised in accordance with this Rule and the By-laws.
- 5.6 If the mediation process does not result in any complaint the subject of Rule 5.2 or 5.4 being resolved, the matter shall be referred to the Grievance Committee

for determination in accordance with the procedure set down in the By-laws.

6 The Board

Composition of the Board

6.1 The Board shall comprise seven (7) Board Members who shall be elected in accordance with these Rules to fill the following positions:-

Position 1 – Chairperson

Position 2 – Vice-Chairperson

Positions 3 – 7 – General Committee

6.2 In addition to the seven (7) persons referred to in Rule 6.1, the Board may at any time second one additional person for a period of not greater than three (3) years to attend and participate in Board Meetings and General Meetings where that person possesses a skill that in the opinion of the Board is of benefit to the Board in carrying out its functions.

6.3 A person seconded to the Board under Rule 6.2 is entitled to attend and participate in, but not vote at, Board Meetings or General Meetings.

Terms of Office of Board Members

6.4 Commencing at the second Annual General Meeting after the adoption of these Rules, at each Annual General Meeting the Board positions subject to Election will follow a repeating cycle:

Year 1 Positions 3, 4 and 5.

Year 2 Positions 2 and 6.

Year 3 Positions 1 and 7.

6.5 Subject to Rule 6.4 and 6.6, Board Members shall hold office for a term of three (3) years, commencing at the conclusion of the Annual General Meeting at which

he or she is elected and continuing until the conclusion of the third Annual General Meeting following.

6.6 No person may be elected to the Board for more than 3 consecutive 3-year terms.

Board Members to Act in Accordance with Code of Conduct and Terms of Reference

6.7 In addition to any obligations imposed upon the Board or Board Members by the Act or these Rules, Board Members shall at all times in the discharge of their functions act in accordance with the following documents contained in the By-laws and as amended from time to time:

- (a) “The Code of Conduct of Members of the Board of the Moorabbin Saints Junior Football League”; and
- (b) “Good Governance SMJFL Appointment – Terms of Reference”.

Remuneration and Expenses of Board Members

6.8 Board Members are not entitled to be paid remuneration for their duties as a Board Member.

6.9 Despite Rule 6.8, Board Members may be paid such reasonable travelling and other expenses as may be deemed appropriate by the Board from time to time that they properly incur in:

- (a) attending board meetings; and/or
- (b) attending any General Meeting; and/or
- (c) connection with the League’s business.

7 Board Elections

7.1 Subject to these Rules, nominees for election to the Board must have such qualifications as are prescribed from time to time by the Board.

7.2 A member of the committee of management or an employee of a Member Club, an employee of the SMJFL, or a person who has during the three year period

preceding an election been a member of the committee of management or an employee of another metropolitan football competition (as defined by AFL Victoria from time to time) is ineligible to nominate for election to the Board.

- 7.3 A person shall be ineligible for election to the Board if their election would result in more than two (2) Board Members being persons who have in the three (3) years preceding the election been members of the committee of management of the same Member Club.
- 7.4 The General Manager shall call for nominations for election to the Board 42 days before the date of the Annual General Meeting by way of Notice to all Members.
- 7.5 Nominations for election to the Board must be:
- (a) in writing, including a brief biography of the Nominee;
 - (b) on the prescribed form (if any) provided for that purpose;
 - (c) signed by Representatives from two Member Clubs; and
 - (d) signed by the Nominee.
 - (e) received by the General Manager at least 28 days prior to the Annual General Meeting.
- 7.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 7.7 If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and any remaining vacancies shall be treated as casual vacancies and filled by the Board in accordance with Rule 8.
- 7.8 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 7.9 A ballot pursuant to Rule 7.8 shall be conducted in such manner as the Board may direct.
- 7.10 Despite Rules 7.4 and 7.5 ,in relation to the Board to be elected at the Meeting at which these Rules are adopted:
- (a) the Interim Board may nominate persons for election; and
 - (b) nominations from Member Clubs must be received by the General Manager 7 days before the meeting at which these Rules are to be adopted; and
 - (c) nominations must include a brief biography of the nominee.

8 Casual Board Vacancies

- 8.1 A casual Board vacancy arises where the office of a Board Member becomes vacant pursuant to the Act or pursuant to Rule 8.2, or where at an election conducted in accordance with Rule 7 there are insufficient nominations received to fill all Board vacancies.
- 8.2 In addition to the circumstances (if any) in which the office of a Board Member becomes vacant by virtue of the Act, the office of a Board Member becomes vacant if the Board Member:
- (a) dies;
 - (b) becomes bankrupt or makes any arrangement or composition with her or his creditors generally;
 - (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
 - (d) resigns her or his office in writing to the Chairperson of the SMJFL;
 - (e) is directly or indirectly interested in any contract or proposed contract with the SMJFL and fails to declare the nature of her or his interest; or
 - (f) would otherwise be prohibited from being a Board Member of a corporation or is disqualified from office under the Act.
- 8.3 Any casual Board vacancy may be filled by a person appointed by the Board. A person appointed by the Board to fill a casual Board vacancy shall hold office until the next Annual General Meeting following their appointment at which General Meeting the position shall be subject to election for the remainder of its usual 3-year term.
- 8.4 Where the casual vacancy is that of Chairperson, the Vice-Chairperson shall fill the position of Chairperson and a new Vice-Chairperson shall be elected by a majority of the Board. The new Chairperson and Vice-Chairperson shall hold office until the next Annual General Meeting following their appointment, at which General Meeting both positions shall be subject to election for the remainder of their usual 3-year terms.

8.5 In the event of an unfilled casual Board vacancy or vacancies, the remaining Board Members may act but, if the number of current Board Members is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Board Members to a number sufficient to constitute such a quorum.

9 Board Meetings

9.1 The Board shall meet as often as is deemed necessary, but at least six (6) times during the period between each Annual General Meeting, and may adjourn and, subject to the Act and these Rules, otherwise regulate its meetings as it thinks fit.

9.2 The General Manager shall, upon the request of any Board Member, convene a meeting of the Board.

9.3 At meetings of the Board the number of Board Members whose presence is required to constitute a quorum is a majority of the current Board Members.

9.4 Subject to these Rules, questions arising at any meeting of the Board shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Board.

9.5 All Board Members shall have one vote on any question. For the avoidance of uncertainty, the Chairperson does not have a casting vote.

9.6 Subject to all Board Members receiving written notice of the proposed resolution, a resolution in writing, signed or assented to by facsimile, electronic mail or other form of visible or other electronic communication by a majority of Board Members shall be as valid and effectual as if it had been passed at a meeting of Board Members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Board Members.

9.7 Unless all Board Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven days' written notice of the meeting of the Board shall be given to each Board Member by the General Manager. An Agenda for each meeting shall be

forwarded by the General Manager to each Board Member not less than three days prior to such meeting.

9.8 A procedural defect in decisions taken by the Board shall not result in such decision being invalidated.

9.9 The Chairperson shall preside at every meeting of the Board. If the Chairperson is not present, or is unwilling or unable to preside, the Vice-Chairperson shall preside. In any other case the Board Members present at the meeting shall choose one of their number to preside as Chairperson for that meeting only.

9.10.1 The General Manager must ensure that minutes are taken and kept of each Board Meeting.

9.10.2 The minutes must record the following –

- a) The names of the Board Members in attendance at the meeting;
- b) The business considered at the meeting;
- c) Any resolution on which a vote is taken and the result of the vote;
- d) Any conflict of interest disclosed pursuant to Rule 10.

9.10.3 A board Member, Life Member or the President or Secretary of a Member Club may at any time, on the giving of 7 days' notice in writing to the General Manager, inspect and make copies of the Minutes of Board Meetings.

10 Conflicts of Interest of Board Members

10.1 A Board Member shall declare any interest, whether financial or otherwise, in any matter whatsoever arising for determination by the Board in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, absent herself or himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Board Member votes the vote shall not be counted.

10.2 In the event of any uncertainty as to whether it is necessary for a Board Member to absent herself or himself from discussions and refrain from voting in relation to a particular matter, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

- 10.3 The nature of the interest referred to in Rule 10.1 must be declared by the Board Member at the meeting of the Board at which matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the interest becomes apparent to the Board Member.
- 10.4 If a Board Member becomes interested in a contract or other matter after it is made or entered into a declaration of the interest must be made at the first meeting of the Board held after the Board Member becomes so interested.
- 10.5 A general notice that a Board Member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under Rule 10.2 as regards such Board Member and the said transactions. After such general notice it is not necessary for such Board Member to give a special notice relating to any particular transaction with that firm or company.
- 10.6 The General Manager shall ensure that the minutes record any declaration made or any general notice given by a Board Member in accordance with Rules 10.2, 10.3 and 10.4.

11 Powers of the Board

- 11.1 Subject to the Act and these Rules, and in addition to any specific powers of the Board under these Rules:-
- (a) the business and affairs of the SMJFL shall be controlled and managed by the Board, which has power to perform all such acts and things as appear to the Board to be essential for that purpose; and
 - (b) the Board may exercise all such powers and functions as may be exercised by the SMJFL other than those powers and functions that are required by these Rules to be exercised by General Meetings of the SMJFL; and
 - (c) the Board may make amend substitute or cancel such By-laws as it considers necessary for the SMJFL to implement from time to time.

- 11.2 The Board has power to:
- (a) select, appoint, control, organise and discipline all umpires required to officiate at football matches authorised or organised by the SMJFL; and
 - (b) register and permit umpires to officiate at football matches authorised or organised by the SMJFL.
 - (c) establish an Independent Tribunal to be constituted and conducted in accordance with the By-laws; and
 - (d) establish an Independent Appeals Board to be constituted and conducted in accordance with the By-laws.
- 11.4 The Board may appoint such other persons to perform such functions as are in the opinion of the Board necessary in the pursuit of the Purposes of the SMJFL, for such term, at such remuneration, and upon such conditions as it thinks fit.
- 11.5 Subject to Rule 11.6, the Board may in writing create, establish or appoint from among its own members, the Members, or otherwise, committees to carry out such duties and functions, and with such powers, as the Board determines.
- 11.6 A delegation under Rule 11.5 may be made subject to such conditions or limitations as the Board determines. Such conditions or limitations must be specified in the written delegation.
- 11.7 The Board must not delegate its power of delegation or any other function imposed on it by the Act or any other law.
- 11.8 A function, the exercise of which has been delegated under Rule 11.5, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- 11.9 The procedures for any committee established under Rule 11.5 shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under these Rules. The quorum shall be determined by the committee, but shall be no less than the majority of the total number of committee members.

- 11.10 Within 14 days of any meeting of any committee, the committee shall send a copy of the minutes and any supporting documents to the General Manager.
- 11.11 The Board may in writing revoke wholly or in part any delegation made under Rule 11.5, and may amend, repeal or veto any decision made pursuant to such delegation where such decision is contrary to these rules, the By-Laws, the Act, the Statement of Purposes or the delegation.

12 General Manager

- 12.1 The Board may appoint a General Manager for such term and on such conditions as it thinks fit.
- 12.2 The General Manager may not be a Board Member or an official of a Member Club.
- 12.3 The General Manager shall be entitled to attend and debate at all meetings of the Board and any General Meeting, but shall not be entitled to vote.
- 12.4 Subject to the Act, these Rules and any directions given by the Board, the General Manager has power to perform all such things as appear necessary or desirable for the proper management and administration of the SMJFL in the attainment of its purposes.
- 12.5 The General Manager shall be, during the currency of his or her appointment, the Secretary and Public Officer of the SMJFL.
- 12.6 The Board may appoint such other management staff as it deems necessary for such term, at such remuneration, and upon such conditions as it thinks fit.
- 12.7 Management staff appointed pursuant to Rule 12.6 shall follow the directions of and report to the General Manager.

13 General Meetings of the SMJFL

- 13.1 An Annual General Meeting of the SMJFL shall be held in accordance with these Rules on a date, at a time and at a venue to be determined by the Board, and must be held no later than 5 months after the end of the financial year.

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- 13.2 All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with these Rules.
- 13.3 All General Meetings shall be convened by a Notice of General Meeting that:
- (a) is in writing and forwarded by the General Manager to all Members no later than 28 days prior to the date on which the General Meeting is to be held; and
 - (b) specifies the date, time and venue at which the General Meeting is to be held.
- 13.4 No other person (except the auditor) is entitled to receive notices of General Meetings.

Business at General Meetings

- 13.5 Where a written request, signed by the President or Secretary of the Member Club making the request, that a matter (including any Notice of Motion regarding that matter) be included as special business at a General Meeting is received in writing by the General Manager not less than 21 days prior to the General Meeting, such matter (including Notice of Motion where applicable) shall be placed on the Agenda as Special Business.
- 13.6 The Agenda for the General Meeting stating the business to be transacted at the General Meeting shall be given in writing and be forwarded by the General Manager to all Members at least 14 days prior to the General Meeting, together with:
- (a) any Notice of Motion received under these Rules; and
 - (b) if applicable, details of nominations for election as a Board Member, including biographies provided pursuant to Rule 7.5(a).
- 13.7 The business to be transacted at each Annual General Meeting shall include:
- (a) confirmation of the Minutes of the previous Annual General meeting and of any General Meeting held since that Annual General Meeting; and
 - (b) consideration of any business arising from the minutes of any Special General Meetings held since the last Annual General Meeting; and

- (c) consideration of the SMJFL's audited financial accounts;
 - (d) consideration of reports of the Board;
 - (e) consideration of the auditor's report; and
 - (f) election of Board Members.
- 13.8 All business that is transacted at a General Meeting with the exception of those matters set out in Rule 13.7 is deemed to be Special Business.
- 13.9 The Board may place such matters as it deems appropriate on the Agenda as Special Business, including any Notice of Motion relating to those matters.
- 13.10 The Board may, whenever it thinks fit, convene a Special General Meeting.

Request for Special General Meetings

- 13.11 The Board shall, on receipt by the General Manager of a written request signed by the Presidents of 25 per cent of the Member Clubs, convene a Special General Meeting.
- 13.12 A request for a Special General Meeting shall state the objects of the meeting and be signed by the Presidents of the Member Clubs making the request.
- 13.13 If the Board does not convene a Special General Meeting within sixty days from the date on which a request for a Special General Meeting is received by the General Manager, the Member Clubs who made the request may convene a Special General Meeting to be held not later than three months after the date on which the request was received by the SMJFL.
- 13.14 A Special General Meeting shall be convened in the same manner, so far as is practicable, as an Annual General Meeting.

Quorum at General Meetings

- 13.15 No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business.
- 13.16 A quorum for a General Meeting shall exist when a simple majority of the Members who are entitled to vote pursuant to these Rules are present at that General Meeting.

Procedure at General Meetings

- 13.17 General Meetings shall, subject to these Rules, be presided over by:
- (a) The Chairperson; or
 - (b) Where the Chairperson is not present, or is unwilling or unable to preside, the Vice-Chairperson; or
 - (c) Where both the Chairperson and Vice-Chairperson are not present, or are unwilling or unable to preside, a Board Member appointed by those Board Members present; or
 - (d) Where no Board Members are present, by a person appointed by a majority of the Members present.
- 13.18 If within half an hour from the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to such other date, time and venue as the Chairperson shall determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.
- 13.19 The Chairperson may, with the consent of any General Meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 13.20 When a General Meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given in accordance with Rules 13.3 and 13.6.
- 13.21 Except as provided in Rule 13.20 it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

Voting at General Meetings

- 13.22 Subject to the Chairperson's discretion, at any General Meeting a motion put to the vote of the meeting shall be decided on a show of hands.
- 13.23 All votes at a General Meeting must be given personally, and not by proxy.

- 13.24 Except where a Special Resolution is required, all motions at General Meetings shall be determined by majority. For the avoidance of uncertainty, the Chairperson does not have a casting vote.
- 13.25 Where a Special Resolution is required, the motion shall be defeated unless a Special Majority vote in favor of the motion.

Minutes of General Meetings

- 13.26 The General Manager shall ensure that Minutes of the resolutions and proceedings of each General Meeting are kept together with a record of the names of all persons present at each meeting.
- 13.27 An entry in the Minutes of the General Meetings to the effect that at a General Meeting a declaration was made by the Chairperson of that General Meeting that a resolution had been carried or carried unanimously or by a particular majority or lost shall, without anything further, be conclusive proof thereof.

14 Income

- 14.1 The General Manager shall collect and receive all monies due to the SMJFL and make all payments authorized by the Board.
- 14.2 The income of the SMJFL shall be derived from entrance fees, player registration fees, annual affiliation fees, fines, levies, donations, grants, sponsorships and such other sources as the Board may determine from time to time.

15 Application of Income

- 15.1 The income and property of the SMJFL shall be applied solely towards the promotion of the Statement of Purposes.
- 15.2 No portion of the income or property of the SMJFL shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to

any Member, but this shall not preclude payment to a Member in good faith for expenses properly incurred by or services properly rendered to the SMJFL.

16 Records and Accounts

- 16.1 The General Manager shall ensure that proper records and minutes concerning all transactions, business, meetings and dealings of the SMJFL and the Board are established and maintained and shall produce these as appropriate at each Board meeting or General Meeting.
- 16.2 Proper accounting and other records shall be kept in accordance with the Act, generally accepted accounting principles and any applicable code of conduct. The books of account shall be kept in the care and control of the General Manager.
- 16.3 The SMJFL shall retain such records as it is required to keep pursuant to these Rules or the Act for seven years after the completion of the transactions or operations to which they relate.
- 16.4 The Board shall appoint an Auditor annually.
- 16.5 The Board shall submit to the Annual General Meeting the audited accounts of the SMJFL for the financial year immediately preceding the Annual General Meeting.
- 16.6 The Board may from time to time appoint in writing a person or persons to act as a signatory for the purposes of Rule 16.8. Such person or persons must be a Board Member or the General Manager. An appointment pursuant to this Rule may be revoked in writing by the Board at any time.
- 16.7 The General Manager shall keep a Register of signatories appointed pursuant to Rule 16.6 in which shall be recorded, within seven (7) days of an appointment or revocation pursuant to Rule 16.6 having been made, the name and date of appointment of the signatory, and (where applicable) the date of revocation such appointment.

- 16.8 All cheques and other negotiable instruments, shall only be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by two of the signatories appointed pursuant to Rule 16.6.
- 16.9 A Member may make a copy of any accounts, books, securities and any other relevant financial documents of the SMJFL.

17 Notices

- 17.1 All Notices required to be given or which may be given by the SMJFL or the General Manager to any Member may be given by sending the notice by prepaid post, facsimile transmission or electronic mail, to the Member's postal address, facsimile number or electronic mail address as recorded in the Register of Members.
- 17.2 Where a properly addressed notice is sent by prepaid post, service of the notice shall be deemed to be effected two days after posting.
- 17.3 Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- 17.4 Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

18 Common Seal

- 18.1 The General Manager shall provide for the safe custody of the Common Seal of the SMJFL.
- 18.2 The Common Seal of the SMJFL shall only be used by authority of the Board.
- 18.3 Every document to which the Common Seal of the SMJFL is affixed shall be signed by two of the signatories appointed pursuant to Rule 16.6.
- 18.4 A Board Member shall not sign a document to which the Common Seal of the SMJFL is affixed where the Board Member is interested in the contract or arrangement to which the document relates.

19 Winding Up

- 19.1 In the event of the winding up or the cancellation of the incorporation of the SMJFL, its assets must be disposed of in accordance with the provisions of the Act.

20 Alteration of Rules and Statement of Purposes

- 20.1 These Rules and the Statement of Purposes shall not be altered except in accordance with the provisions of the Act.

21 Player and Club Transfers

- 21.1 The SMJFL adopts the AFL Victoria Player Transfer System.
- 21.2 The SMJFL adopts the AFL Victoria Rules of Member to Member – Movement of Players and Clubs in so far as they apply to the transfer of clubs.

22 Operation of Rules

- 22.1 These Rules replace in their entirety the “SMJFL Constitution and Bylaws amended 1991 prepared by Peter Harwood”.
- 22.2 In the event of an inconsistency between these Rules and the Act, the Act shall prevail to the extent of the inconsistency.

