

The Constitution of WESTBROOK JUNIOR SOCCER CLUB

1. Name

The club will be called WESTBROOK JUNIOR SOCCER CLUB and will be affiliated or registered to:

- Waibop Football
- New Zealand Football

2. Aims and objectives

The aims and objectives of the club will be:

- To offer support playing, coaching and refereeing opportunities in football in Rotorua and
- To promote the club within the local community & wider campus and Westbrook Junior Soccer Club and
- To ensure a duty of care to all members of the club and
- To provide all its services in a way that is fair to everyone.

3. Membership

To ensure all present and future members receive fair and equal treatment. Members will be enrolled in one of the following categories:

- Player – need to have fees fully paid up to get membership
- Coach or Referee
- Officer of the Club

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

All members shall promote the purpose of the Club and shall do nothing to bring the club into disrepute.

The club will ensure that no person is appointed to a position within the Club (either as a Coach, Referee, Assistant Coach, Committee Member etc.) without passing a Ministry of Justice check with a renewal for reappointments every 3 years.

Players Membership maybe terminated if:

- their annual subscription remaining unpaid by the close of the current years registration or if fees remain unpaid from prior years or
- they have made false or inaccurate statements in the members application or
- the Management Committee feels that they or their legal guardian have breached any of the rules, regulations or by-laws of the Club, Waibop Football or NZ Football or
- the Management Committee feels that they or their legal guardian have brought the club into disrepute

4. **Membership fees**

Membership fees will be set annually and agreed by the Management Committee. Fees will take into consideration both WaiBOP/ NZ football costs, the annual club costs and any players benefits that the management committee may want to support in the year before setting fees.

- What the fees include shall be clearly documented and resolved by way of committee minutes.
- Fee will be paid by annual subscription

5. **Officers of the club**

The officers of the club will be or at the Club's discretion:

Management Committee

- President
- Vice President Secretary.
- Treasurer.
- Player / Coach Representative.
- Parent Representative.

Full Committee

- Management Committee
- Duty Day Officer
- Equipment and Uniform Officer
- Equipment and Uniform Manager
- Fundraising Officer
- Social Media and Website Officer
- Any other relevant position.

7 committee members minimum. 5 to make a quorum (any committee decisions require a 4 pro vote). Voting by any of committee, not just management.

Only President, Secretary, Treasurer by AGM/SGM email process, other positions can be co-opted and a nomination sent to the club.

Officers will be elected annually at the Annual General Meeting for the Management Committee. Should any of the President, Secretary or Treasurer positions resign before AGM or another Management Committee member with less than 5 remaining members, a SGM maybe held or an email voting process maybe followed with a 14 day notice for call of nominations followed by a 14 day voting period. Two remaining members of the management committee should ratify votes.

Other positions can be elected at a AGM or a Committee Meeting.

All officers will retire each year but will be eligible for re-appointment.

All officer positions are 100% voluntary and no Remuneration shall be expected to be paid (either in the form of cash or non-monetary payment).

However, an honorarium maybe offered. (But does not need to be accepted), in the following amount for the following executive positions:

- President \$30
- Secretary \$50
- Treasurer \$40
- Honorarium maybe offered to other club members who make significant contributions throughout the year.

6. Committee

The club will be managed through the Management Committee consisting of:

- President, Vice President, Secretary, Treasurer, Player / Coach Representative and Parent Representative. Only these posts will have the right to vote at meetings of the Management Committee.
- Right to vote to change to 4 affirmative to pass a motion
- The Management Committee meetings will be convened by the Secretary of the club and held no less than 5 times per year.

- The Management Committee may use electronic means to facilitate Management Committee chats' meetings and for voting purposes.
- The quorum required for business to be agreed at Management Committee meetings will be: minimum of 5 elected Management Officers.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations or constitution.
- The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 15 days of the Secretary receiving the appeal.

7. Finance

All club monies will be banked in an account held in the name of the club at a bank or recognised financial institution.

The club may only use the Money and any equipment for :

- Must pay Waibop and NZ Football Fees
- the sole purpose of the club for promotion and development of football or the purchase of equipment for players
- the specific purpose approved by a majority vote of the Management Committee

it is not to be used for

- any personal expenditure or for the individual benefit of any single member
- no club funds shall be used as a loan in any way and the club shall not borrow funds from anyone
- no club funds shall be used to purchase items related to games of chance (Lotto Tickets, Instant Kiwi and other forms of Lottery/Raffles)

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31st of December each year.

Annual accounts will be presented by the Treasurer at the Annual General Meeting and a copy sent to the Clubs President.

Any cheques / payments drawn against club funds must hold the signatures or online authorisation of the Treasurer plus one other Management Officer.

At least biannually, the club accounts should be audited by a professional accountant (wherever possible a club member should be sourced and a nominal fee for service agreed, should a club member not be available, at least 3 quotes should be sourced before deciding on a service provider). The audit shall be conducted as soon as possible after 31st December to ensure results are available ahead of the AGM.

8. Annual General Meetings and Special General Meeting

Notice of Annual General Meetings (AGM) or Special General Meeting (SGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members. This notice should include a copy of the constitution and a deadline (not less than 16 days before the AGM/SGM) for members to suggest agenda items and any suggested changes to the constitution.

An agenda and any suggested constitutional changes (in line with 10 below) shall be issued to members 14 clear days before the AGM/SGM.

The AGM will receive a report from officers of the Management Committee and a statement of the Annual accounts.

9. Dissolution

A resolution to dissolve the club can only be passed at an AGM or SGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Waibop Football to be held in trust for the sole benefit of Rotorua Football players.

10. Amendments to the constitution

The constitution will only be changed through agreement by 75% majority vote of paid up valid members at an AGM or SGM.

Notice of intention to amend the constitution must be notified to all members at least 14 days prior to the meeting (along with the meeting agenda) and must clearly state the amendments that are to be made, the reason for the amendments and the effect this amendment will have.

11. Declaration

Westbrook Junior Soccer Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed