

**CONSTITUTION
OF THE
SWAN DISTRICTS JUNIOR
FOOTBALL UMPIRES
ASSOCIATION INC.
(SDJFUA)**

1. NAME

The name of the Association shall be the Swan Districts Junior Football Umpires Association Incorporated (SDJFUA) hereinafter referred to as the “Association”.

2. OBJECTS

The objects for which the Association is established will be:

2.1 To administer the Umpiring Programme within the Swans District (hereinafter referred to as the “District”) in consultation with the Swans District Football Development Council (hereinafter referred to as the “FDC”), the Swans District Junior Competition Council (hereinafter referred to as the “JCC”) and Umpiring WA.

2.2 To promote, manage, develop, control and encourage umpiring within the Swans District.

2.3 To promote the education of clubs, coaches and administrators within the Swans District in relation to Umpiring.

2.4 To increase the number of Umpires within the Swans District at all levels.

3. ATTAINING OBJECTS

The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Association.

4. PROPERTY OF THE ASSOCIATION

The Association must apply all property and income of the association towards the promotion of the objects or purposes of the association. No part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the

promotion of those objects or purposes.

Nothing herein contained shall prevent the payment in good faith of interest to any member in respect to moneys advanced by such member or, remuneration to any officers and servants of the Association or to any member of the Association in return for any services actually rendered to the Association.

5. POWERS OF THE ASSOCIATION

5.1 To acquire, hold, deal with, and dispose of any real or personal property;

5.2 To open and operate bank accounts;

5.3 To invest its money

(i) in any security in which trust monies may be invested; or

(ii) in any other manner authorised by the rules of the Association;

5.4 To borrow money upon such terms and conditions as the Association thinks fit;

5.5 To give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;

5.6 To appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;

5.7 To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish, equip and improve the same for use by the Association;

5.8 Accept donations and gifts in accordance with the objects of the Association;

5.9 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Association;

5.10 Provide gifts and prizes in accordance with the objects of the Association;

5.11 Organise social events for Members and the promotion of the Association; and

5.12 To enter into any other contract the Association considers necessary or desirable.

6. MEMBERSHIP

6.1 Membership shall be open to any person who wishes to further the interests of the Association.

6.2 Any person seeking membership shall make a written application to the Management Committee, and the Management Committee shall determine whether the application is successful or not. All applications must be provided using the form at Annex 3 of this document.

6.3 Each person admitted to membership shall be;

6.3.1 Bound by the Constitution and By-Laws of the Association.

6.3.2 Come liable for such fees and subscriptions as may be fixed by the Association.

6.3.3 Entitled to all advantages and privileges of membership.

6.4 Membership Categories:

6.4.1 ORDINARY MEMBER

Any person who is a financial member and active umpiring member of the Association may become an ordinary member and is entitled to hold any office and enjoy voting privileges.

6.4.2 SOCIAL MEMBER

Persons other than ordinary members who are interested in promoting the Association, but who do not wish to participate in the on-field activities of the Association, may become a financial Social Member whilst still entitled to hold any office and enjoy voting privileges.

6.4.3 JUNIOR MEMBER

Any person under the age of 16 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.

6.4.4 LIFE MEMBERSHIP

Life Membership of the Swan Districts Junior Football Umpiring Association is considered the ultimate reward for outstanding service to the association. The procedures to elect a Life Member are contained at Annex 1 of this document. Life Members are entitled to hold any office and enjoy voting privileges of the Association.

6.5.1 Any person seeking membership shall make a written application to the management committee, and the management committee shall determine whether the application is successful or not. Prior to this, all applications shall be posted on the noticeboard of the Association for a period of not less than seven (7) days and further to this, a period of not less than fourteen (14) days shall elapse between application and acceptance.

6.5.2 The association shall keep an up to date register of the members in respect of each class of membership. This register must be continually available for inspection at the association premises.

6.6 A member may at any reasonable time inspect the records and documents of the Association.

7. SUBSCRIPTIONS

7.1 A member of the association in any membership category shall pay a defined annual, half yearly, quarterly or monthly subscription fee payable in advance.

8. TERMINATION OF MEMBERSHIP

8.1 Any person's membership may be terminated by the following events:

8.1.1 resignation

8.1.2 expulsion

8.2 The Management Committee shall have the power to suspend or expel any member of the Association for:

8.2.1 any of the events in Item 8.1

8.2.2 any false or inaccurate statement made in the member's application for membership of the Association

8.2.3 breach of any rule or regulation of the Association and

8.2.4 any act detrimental to the Association after having undertaken due inquiry.

8.3 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 meeting of the Management Committee called for such a purpose, however the decision of the Management Committee shall be final.

9. MANAGEMENT COMMITTEE

9.1 Management of the Association shall be vested in the Management Committee consisting of:

9.1.1 Umpiring Manager

9.1.2 Coaching Officer

9.1.3 Finance Officer

9.1.4 Game Environment Officer

9.1.5 Recruitment Officer

9.1.6 Secretary

9.2 No person shall hold more than one position on the Management Committee at any one time. All persons on the Management Committee must be an eligible member of the Association.

UMPIRING MANAGER AND COACHING OFFICER

9.2.1 The Umpiring Manager and Coaching Officer shall be appointed

for a period of two years, commencing on November 1 of the appropriate year and may be reappointed.

9.2.2 The JCC or its delegate, shall call for nominations for the Umpiring Manager and Coaching Officer position no fewer than four (4) weeks prior to the expiration of the incumbent's term.

9.2.3 The Umpiring Manager and Coaching Officer will be chosen from applications received by a panel comprising the JCC or its delegate, incumbent Umpiring Manager and Coaching Officer (only if not seeking reappointment), and the District Development Manager (Swans District) with consultation from Umpiring WA.

ALL OTHER MANAGEMENT COMMITTEE POSITIONS

9.2.4 All other Management Committee positions shall be elected at the Annual General Meeting each year. All Management Committee members may be reappointed.

9.2.5 All persons elected shall take office at the conclusion of the Annual General Meeting whereupon the successful person shall also become a member of the Management Committee.

9.2.6 The Secretary shall call for nominations for elected Management Committee positions no fewer than fourteen days prior to the Annual General Meeting.

9.2.7 All eligible members may vote in the election of management committee positions and the person with the most numbers of votes shall be successful. Written proxy votes are only eligible using the form attached at Annex 2 of this document.

9.3 A quorum of the Management Committee shall be half of its members plus

one.

9.4 If the Umpiring Manager is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

9.5 A member of the management committee may lose his or her seat on the committee for the following;

9.5.1 Absence from three or more meetings without leave of absence.

10. POWERS OF THE MANAGEMENT COMMITTEE

10.1 The Management Committee shall carry out the day-to-day running of the Association and shall have the power to:

10.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;

10.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments;

10.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;

10.1.4 Adjudicate on all matters brought before it which in any way affect the Association;

10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;

10.1.6 Make, amend and rescind rulings (by-laws);

10.1.7 Have the power to form and appoint any sub committee/s as required for specific purposes;

10.1.8 May at their discretion employ a person or persons to carry out certain duties required by the Association, at salaries or remunerations for such period of time, as may be deemed necessary;

10.1.9 Should a vacancy occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next call for nominations.

10.1.10 Appoint an officer/s or agent of the Management Committee to have custody of the Association's records, documents and securities.

11. AUDITOR

11.1 The Management Committee shall elect or appoint an Independent Auditor or Auditors.

11.2 The Auditor(s) shall examine and audit all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts and receipts of the Association, and report thereon to the Annual General Meeting.

12. MEETINGS

12.1 Annual General Meeting (AGM)

12.1.1 The Annual General Meeting of the Association must be held within four months of the end of the Association's financial year.

12.1.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting to members.

12.1.3 All members may attend the Annual General Meeting. Written proxy votes are only eligible using the form attached at Annex 2 of this document.

12.1.4 The quorum at the Annual General Meeting, shall be a minimum of ten (10) members present in person. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

12.1.5 The agenda for the Annual General Meeting shall be:

- Opening of Meeting
- Apologies
- Confirmation of Minutes from previous Annual General Meeting
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Finance Officer's Statement
- Election of Management Committee positions
- Notice(s) of Motion
- Urgent General Business
- Closure

12.2 General Meetings

12.2.1 General Meetings may be called by the Management

Committee, at the request of the Umpiring Manager or on the written request of a minimum of ten members of the Association.

12.2.2 The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.

12.2.3 The quorum at the General Meeting shall be a minimum of ten (10) members present which must include at least three (3) members of the Management Committee. Written proxy votes are only eligible using the form attached at Annex 2 of this document.

13. VOTING

13.1 Voting powers at Annual General Meetings and General Meetings:

13.1.1 The Umpiring Manager shall be entitled to a deliberate vote and, in the event of a tied vote, the Umpiring Manager shall exercise a casting vote.

13.1.2 Each individual eligible member present shall have one (1) vote.

13.1.3 Voting will take place by secret ballot or any other method as decided by the Umpiring Manager and such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to a vote unless stated otherwise in this document.

13.2 Voting powers at Management Committee Meetings;

13.2.1 The Umpiring Manager shall be entitled to a deliberate vote,

and, in the event of a tied vote, the Umpiring Manager shall exercise a casting vote.

13.2.2 Each individual committee member present shall have one (1) vote.

13.2.3 Voting will take place by secret ballot or any other method as decided by the Umpiring Manager and such motions, or any part thereof, shall be of no effect unless passed by a majority of those present.

14. FINANCE

14.1 All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Management Committee may determine.

14.2 All accounts due by the Association shall be paid by cheque after having being passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.

14.3 The Umpiring Manager, Coaching Officer or Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and the Finance Officer shall keep a record of such expenditure in a Petty Cash Book.

14.4 A statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Finance Officer.

14.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.

14.6 The financial year of the Association shall commence on November 1 each year. The accounts, books and all financial records of the Association shall be audited each year.

14.7 The signatories to the Association's account/s will be the Umpiring Manager and any one (1) from the following;

Finance Officer

Coaching Officer

Game Environment Officer

Recruitment Officer

Secretary

14.8 All property and income of the Association will apply solely to the promotion of the objects of the Association and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

15. COMMON SEAL

The common seal of the Association shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the Umpiring Manager and two members of the Committee, both of whom shall subscribe their names as witnesses.

16. ALTERATIONS TO THE CONSTITUTION

16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or 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 days (7) prior to a General Meeting called for such purpose.

16.2 The Secretary shall post (either on the Association website or via mail) such notices at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.

16.3 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to a vote at the Annual General Meeting or General Meeting as the case may be. Written proxy votes are only eligible using the form attached at Annex 2 of this document.

16.4 Within one month of the passing of an Amendment, the Secretary shall notify the Department of Commerce of the amendment.

16.5 As soon as is practicable after making proposal for a change to the constitution or rules of the association, the secretary shall provide to the Director of Liquor Licensing certified particulars of the change proposed. No effect will be given without prior approval of the director.

17. DISSOLUTION

If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed:

- (a) to another incorporated association having objects similar to those of the Association; or
- (b) for charitable purposes, which incorporated Association or purposes, as the case requires, shall be determined by resolution of the members.

ANNEX 1

1. PREFACE

1.1 Life Membership of the Swan Districts Junior Football Umpiring Association is considered the ultimate reward for outstanding service to the association.

1.2 In considering the award of Life Membership, an individual should have demonstrated significant, sustained and high quality service which has enhanced the reputation and standing of the association over a significant period of time.

2. CRITERIA AND RULES

2.1 A candidate for Life Membership must have rendered outstanding service to the Association as an active member of not fewer than ten (10) full seasons.

2.2 A candidate for Life Membership must have umpired no fewer than 250 field umpiring games, 250 boundary umpiring games or 250 goal umpiring games in the District competition.

2.3 When considering a nomination for Life Membership, the candidate must have demonstrated commitment to the following criteria:

- i. Setting the standard for good conduct (both on and off the field) in order to maintain the values and morale of the Association.
- ii. Making effort to encourage camaraderie and co-operation.
- iii. Has contributed to the activities of the Association both on and off the field and enhanced the standing of the Association amongst the football community.

2.4 A candidate must be nominated and seconded in writing outlining how the candidate has met Rules (2.1,2.2 and 2.3). Nominations which do not use the attached form will not be considered.

2.5 A candidate who does not meet Rules (2.1 and 2.2) may still be considered for Life Membership. In this instance, the candidate must be nominated and seconded in writing, with the nominator outlining why the candidate should be given special consideration. This special consideration nomination must still outline how the candidate has met Rule (2.3)

3. VOTING

3.1 Nominations from members are to be lodged with the Umpiring Manager no later than thirty (30) days before the End of Season Presentation night at which the nomination(s) are to be considered.

3.2 Once having received any nomination(s) the Umpiring Manager must convene the Management Committee to scrutinise all valid nominations.

3.3 The Secretary will prepare one document which summarises the nomination(s). The Management Committee will consider only nominations made in the period since the last End of Season Presentation night.

3.4 The Secretary shall, no later than seven (7) days after nominations have closed, distribute the nomination(s) to all current Life Members via mail and email.

3.5 The Management Committee and all Life Members shall be eligible to nominate, second and vote in any election of Life Members. All other members shall only be permitted to nominate and second candidates.

3.6 Life members may only be elected by a three-quarters majority of eligible members voting.

3.7 Eligible voting members may cast their vote by either email or post. In the case of a vote by email, the vote must be sent to both the Umpiring Manager

and the Secretary. Where an eligible member casts a vote by the post, it should be sent to the Secretary, after which the Management Committee shall meet to scrutinise all valid postal votes.

3.8 The Secretary, in consultation with the other members of the Management Committee, will notify all Life members of successful candidates.

3.9 Successful candidates will be presented with their Life Membership by the Umpiring Manager (or his delegate) at the End of Season Presentation night.

4. CHANGING THE LIFE MEMBERSHIP CRITERIA

4.1 In the instance where it is proposed to change any part of this annex (Sections 1, 2, 3 and 4) the process shall operate in the same manner as Changes to the Association's Constitution and follow the procedures outlined in Rules 16.1 to 16.4 inclusive.

Life Membership Nomination Form

I HEREBY NOMINATE

for Life Membership of the Swan Districts Junior Football Umpires Association

Proposer name:

Signature:

Date:.....

Secunder name:

Signature:

Date:.....

Rules and Criteria

1. Does the candidate satisfy 2.1? If so, how many years service has the candidate given?
2. Does the candidate satisfy 2.2? If so, how many games has the candidate completed?
3. Does the candidate satisfy the criteria stated at 2.3? If so, please provide an overview of the candidate's claim against Points (i. to iii.)
4. Do you have any additional information you wish to provide? [In the case of special consideration life membership (2.5), please provide an overview of why you think the candidate should be considered].

*NB: If needed, only **one (1)** extra A4 piece of paper may be attached to this nomination form to expand on the above criteria.*

ANNEX 2

Appointment Of Proxy Form

I,

(Insert MEMBER'S name)

Of,

(Insert MEMBER'S address)

being a member of the Swan Districts Junior Football Umpires Association Inc

APPOINT

.....

(Insert PROXY'S name)

who also is a member of the Association, as my proxy.

My proxy is authorised to vote on my behalf: *(Tick only **ONE** of the following)*

At the general meeting/s (and any adjournments of the meeting/s) on

.....

(Insert relevant date/s)

OR

In relation to the following resolutions and/or nominations

In favour: Against:

.....
.....
.....
.....
.....
.....
.....
.....
.....

(Insert resolution/item number and brief description)

Signature:.....

(of Member Appointing Proxy)

Date:.....

*NB: This form must be provided to the Secretary of the Association **before** the commencement of the meeting.*

ANNEX 3

Application For Membership Of SDJFUA

I,

(Insert name)

of,

(Insert address)

DOB,

(Insert date of birth)

hereby submit an application to become a

ORDINARY / SOCIAL / JUNIOR *(circle relevant)*

member of the Swan Districts Junior Football Umpires Association Inc.

I understand that I will be bound by the Constitution and By-Laws of the

Association and are entitled to all privileges and advantages of membership.

Signature:.....

Date:.....