

AFL Cairns Juniors Inc Constitution

Last Amended 1 June 2012



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1. NAME

The name of the incorporated League shall be AFL Cairns Juniors Inc Formerly Cairns Junior Football Association Inc. (in these Rules called “The League”)

2. OBJECTS

The objects for which the League is established are:

- 2.1. To co-operate and liaise with the AFL Cairns Ltd to promote and encourage the playing of Australian Football at both Senior and Junior levels.
- 2.2. To promote, arrange, control, manage and encourage the playing of AFL in accordance with the laws rules and policy of the AFL.
- 2.3. To co-operate with or affiliate with or become a member of any other body or bodies formed for similar purposes.
- 2.4. To arrange, control and manage football matches and competitions between affiliated Clubs that are ordinary members.
- 2.5. To arrange football matches between teams representing the League and other League or Clubs.
- 2.6. To arrange the time and place and conditions under which all matches promoted or arranged by the League shall be played.
- 2.7. For promotional purposes and not for sole recruiting zones define the boundaries of the Districts/Schools of each affiliated Club that is an ordinary member and from time to time to vary or alter such boundaries.
- 2.8. To define the terms and conditions upon which players may play for and games may be played by affiliated Clubs that are ordinary members.
- 2.9. To hear and determine upon any allegation or complaint or charge involving a breach of League Rules and Regulations including Permit Regulations or the Laws of the game or in respect of any matter affecting the interests of the game or of the League which may be made against any affiliated Club that is an ordinary member or against any playing member or member thereof or against any member of the League with full power to inflict fines or penalties by way of suspension, expulsion or otherwise for breach of any of the League Rules and Regulations including Permit Regulations or of the Laws of the Game or otherwise and decision of the League shall be final conclusive and binding and there shall be no appeal to any Court of Law otherwise.

- 2.10. To hear and determine upon all disputes and matters relating to or arising out of the Laws of the Game in which the League or any of the affiliated Clubs that are ordinary members shall be concerned or which having been submitted to the League by any other body is considered by the League to be dispute or matter proper in the interests of the game to be determined upon.

3. POWERS

The powers of the League are:

- 3.1. To take over the funds and other assets and liabilities of the present incorporated league known as the "CAIRNS JUNIOR AUSTRALIAN FOOTBALL LEAGUE INC"
- 3.2. To subscribe to, become a member of and co-operated with any other League, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the League provided that the League shall not subscribe to or support with its funds any club, league or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the League under or by virtue of section 18.10.
- 3.3. In furtherance of the objects of the League to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the League or persons frequenting the Leagues' premises.
- 3.4. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, building, easements or property, real and personal, and any rights or privileges which may be requisite for purposes of, or capable of being conveniently used in connection with, any of the objects of the League: Provided that in case the League shall take or hold any property which may be subject to any trusts the League shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 3.5. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the League; to obtain from any such Government or Authority any rights, privileges and concessions which the League may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 3.6. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the League;

- 3.7. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated League, or in or about the incorporated League or promotion of the incorporated League or in the furtherance of its objects;
- 3.8. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the League's interests and to contribute to subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 3.9. To invest and deal with the money of the League not immediately required in such manner as may from time to time be thought fit;
- 3.10. To take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate;
- 3.11. In furtherance of the objects of the League to lend and advance money or give credit to any person or body corporate to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- 3.12. To borrow or raise money either alone or jointly with any person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated League's property or assets present or future and to purchase, redeem or pay-off any such securities;
- 3.13. To draw, make accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- 3.14. In furtherance of the objects of the League to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the League;
- 3.15. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the League's property of whatsoever kind sold by the League, or any money due to the League from purchases and others;

- 3.16. To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Leagues but subject always to the proviso in section 3.4;
- 3.17. To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the League, in the shape of donations, annual subscriptions or otherwise;
- 3.18. To print and publish any newspapers, periodicals, books or leaflets that the League may think desirable for the promotion of its objects;
- 3.19. In furtherance of the objects of the League to amalgamate with any one or more incorporated Leagues having objects altogether or in part similar to those of the League and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the League under or by virtue of section 18.10;
- 3.20. In furtherance of the objects of the League to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated Leagues with which the League is authorized to amalgamate;
- 3.21. In furtherance of the objects of the League to transfer all or any part of the property, assets, liabilities and engagements of the League to any one or more of the incorporated leagues with which the League is authorized to amalgamate.
- 3.22. To make donations for patriotic, charitable or community purposes;
- 3.23. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- 3.24. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the League.

4. CLASSES OF MEMBERSHIP

- 4.1. The membership of the League shall consist of ordinary members, Associate members and Life members of virtue of section 22.
- 4.2. The ordinary membership of the League shall consist of the committee of Management and Clubs affiliated to the League.
- 4.3. These clubs shall include the clubs of Centrals Trinity Beach, North Cairns, South Cairns, Cairns City Lions, Cairns Hawks, Port Douglas, Pyramid Power, Cairns Saints and AFL Tablelands and any other Australian Football Club which may be accepted as a member of the League in accordance with this constitution.

- 4.4. Each member, which is not a natural person, shall be represented in the affairs of the incorporated League by two (2) delegates.
- 4.5. The number of members in each case shall be unlimited.
- 4.6. The Associate Members of the League shall consist of the members of the affiliated clubs, club and team officials and the players of the affiliated clubs. Associate members shall not be entitled to vote at any League meeting unless they are a delegate of an affiliated club by virtue of section 4.2.
- 4.7. Every person who at the date of incorporation of the League was a member of the unincorporated League and who on or before the day of incorporation agrees in writing to become a member of the League shall be admitted by the Committee of Management to the same class of membership of the League as that member held in the unincorporated League, and shall not be required to pay any further subscription until the next due date for payment of that subscription.
- 4.8. Every applicant for any class of membership to the League (other than the members of the unincorporated League referred to in section 4.4) shall be proposed by one member of the League and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be in such form as the Committee of Management from time to time prescribes.

5. MEMBERSHIP FEES

- 5.1. The membership fees for each class of membership shall be such sum as the members shall determine at the Annual General Meeting of the League or Special Meeting for that purpose.
- 5.2. The membership fees for each class of membership shall be payable at such time and in such manner as the Committee of Management from time to time determine.

6. ADMISSION AND REJECTION OF MEMBERSHIP

- 6.1. At the next meeting of the Committee of Management after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 6.2. Any applicant who receives a majority of the votes of the members of the Committee of Management present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

- 6.3. Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

7. TERMINATION OF MEMBERSHIP

- 7.1. A member may resign from the League at any time by giving notice in writing to the Secretary. Such registration shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 7.2. If a member:
 - a) is convicted of any indictable offence; or
 - b) fails to comply with any of the provisions of the Rules; or
 - c) has membership fees in arrears for a period of two months or more; or
 - d) conducts themselves in a manner considered to be injurious or prejudicial to the character or the interests of the League,

The Committee of Management shall consider whether their membership shall be terminated.

- 7.3. The member concerned shall be given a full and fair opportunity of presenting his case and if the Committee of Management resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

8. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 8.1. A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Committee of Management.
- 8.2. Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt of him of such notice, a general meeting to determine the appeal. At any such meeting the application shall be given the opportunity to fully present his case and the Committee of Management those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of members present at such meeting.
- 8.3. Where a person whose application is rejected, does not appeal against the decision of the Committee of Management within the time prescribed by these Rules or so appease but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

9. REGISTER OF MEMBERS

- 9.1. The Committee of Management shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the League and the dates of their admission.
- 9.2. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Committee of Management or the members at any general meeting may require from time to time.
- 9.3. The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

10. MEMBERSHIP OF COMMITTEE OF MANAGEMENT

- 10.1. The Committee of Management shall consist of the following voting and non voting members:

<u>Voting Members</u>	<u>Non Voting Members</u>
President	Junior Football Manager (Secretary)
Senior Vice President	AFL Queensland Development Manager
Junior Vice President	AFL Cairns Appointee
Treasurer	

- a) The President shall act as chairperson of League meetings and will represent the League at meetings of the AFL Cairns and other bodies the League may affiliate with.
 - b) The Vice President shall act as chairperson in the absence of the President and as a proxy or additional representative at meetings of the AFL Cairns and other bodies the League may affiliate with.
 - c) The Treasurer shall be responsible for the financial affairs of the League and will report on financial matters at League meetings.
 - d) The Junior Football Manager shall act as the Secretary and will be responsible for the administration of the League and will be ineligible to vote at League meetings.
 - e) The AFL Cairns representative shall be a member of the Committee of Management and will be ineligible to vote at League meetings.
 - f) The AFL Queensland Development Manager shall advise the League in football related matters and will be ineligible to vote at League meetings.
- 10.2. Members of the Committee of Management shall not be office bearers, officials or team officials of an affiliated club that is an ordinary member.

10.3. The election of officers and other members of the Committee of Management shall take place in the following manner:

- a) Any two members of the League shall be at liberty to nominate any other member to serve as an officer or other member of the Committee of Management.
- b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place.
- c) A list of the candidates, names in alphabetical order, with the proposers and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the League for at least seven days immediately preceding the annual general meeting.
- d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies, voting shall be conducted on a preferential voting system.
- e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- f) If only one nomination is received for a position on the Committee of Management, that person must be acceptable to a majority of members before being formally elected to that position.

10.4. Any member of the Committee of Management may resign from membership of the Committee of Management at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a delegated or special meeting of the League where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general or special meeting.

11. VACANCIES ON COMMITTEE OF MANAGEMENT

11.1. The Committee of Management shall have power at any time to appoint any member of the League to fill any casual vacancy on the Committee of Management until the next annual general meeting.

11.2. The continuing members of the Committee of Management may act notwithstanding any casual vacancy in the Committee of Management, but if and so long as their number is reduced below the number fixed by or pursuant to

these Rules as the necessary quorum of the Committee of Management, the continuing member or members may act for the purpose of increasing the number of members of the Committee of Management to that number or of summoning a general meeting of the League, but for no other purpose.

12. FUNCTIONS OF THE COMMITTEE OF MANAGEMENT

12.1. Except as otherwise provided by these Rules and subject to resolutions of the members of the League carried at any delegates meeting the Committee of Management

- a) shall have the general control and management of the administration of the affairs, property and funds of the League, and
- b) shall have authority to interpret the meaning of these Rules and any matter relating to the League on which these Rules are silent.

12.2. The Committee of Management may exercise all the powers of the League

- a) to borrow or raise or secure the payment of money in such manner as the members of the League may think fit and secure the same or the payment or performance of any incurred debt, liability, contract, guarantee or other engagement or to be entered into by the League in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the League's property, both present and future, and to purchase, redeem or pay off any such securities;
- b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the League, and to provide and pay off any such securities; and
- c) to invest in such manner as the members of the League may from time to time determine.

13. MEETINGS OF COMMITTEE OF MANAGEMENT

13.1. The Committee of Management shall meet at least four (4) times per year.

13.2. A special meeting of the Committee of Management shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee of Management which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

- 13.3. At every meeting of the Committee of Management a simple majority of a number equal to the number of members elected and/or appointed to the Committee of Management as at the close of the last general meeting of the members, shall constitute a quorum.
- 13.4. Subject as previously provided in this rule, the Committee of Management may meet together and regulate its proceedings as thinks fit. Provided that questions arising at any meeting the Committee of Management shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 13.5. A member of the Committee of Management shall not vote in respect of any contract or proposed contract with the League in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.
- 13.6. Not less than fourteen days notice shall be given by the Secretary to members of the Committee of Management of any special meeting of the Committee of Management. Such notice shall clearly state the nature of the business to be discussed thereat.
- 13.7. The President shall preside as Chairman at every meeting of the Committee of Management, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice-President shall be chairman or if the Senior Vice President is not present at the meeting then the Junior Vice President shall be chairman or if the Junior Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 13.8. If within half an hour from the time appointed for the commencement of a Committee of Management meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee of Management, shall lapse. If in any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee of Management may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 13.9. The Committee of Management may delegate any of its powers to a sub-committee consisting of such members of the League as the Committee of Management thinks fit. Any sub-committee so formed shall conform to any regulations that may be imposed on it by the Committee of Management.
- 13.10. A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

- 13.11. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- 13.12. All acts done by any meeting of the Committee of Management or of a sub-committee or by any person acting as a member of the Committee of Management shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee of Management or person acting as a aforesaid, or that the members of the Committee of Management or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be member of the Committee of Management.
- 13.13. A resolution in writing signed by all the members of the Committee of Management for the time being entitled to receive notice of a meeting of the Committee of Management shall be as valid and effectual as if it had been passed at a meeting of the Committee of Management duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Committee of Management.

14. ANNUAL GENERAL MEETINGS, GENERAL MEETINGS OR SPECIAL MEETINGS

- 14.1. The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the League, and at such place as the Committee of Management may determine.
- 14.2. General Meetings shall consist of the Delegates of affiliated clubs that are ordinary members and the Committee of Management and shall be held at least six (6) times throughout the year and at such times as may be determined from time to time by the League.
- 14.3. The annual general meeting shall be held within three months of the close of the financial year.
- 14.4. The business to be transacted at every annual general meeting shall be:
 - a) the receiving of the Committee of Management report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the League for the preceding financial year;
 - b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - c) the election of members of the Committee of Management; and
 - d) the appointment of an auditor.

- 14.5. The Secretary shall convene a special meeting:
- a) Upon the receipt of a written requisition signed by not less than four (4) voting members of the League and setting forth the objects of such requisition and business to be transacted at such special meeting.
 - b) On being given a notice in writing of an intention to appeal against the decision of the Committee of Management to reject an application for membership or to terminate the membership of any member or members.
 - c) Such meeting shall be held within seven (7) days after the receipt of the requisition of such special meeting.

The Secretary of the League shall give at least seventy-two (72) hours notice in writing of such special meeting to members of the League.

- 14.6. At any general or special meeting the number of members required to constitute a quorum shall be at least equivalent to the number of members presently on the Committee of Management plus one.
- 14.7. No business shall be transacted at any general or special meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- 14.8. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee of Management or the League, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 14.9. The Chairman may, with the consent of any 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. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 14.10. Say as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 14.11. The Secretary shall convene all delegates meeting of the League by giving not less than 14 days notice of any such meeting to the members of the League.

- 14.12. The manner by which such notice shall be given shall be determined by the Committee of Management. Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Committee of Management shall be given in writing. Notice of a delegates or special meeting shall clearly state the nature of the business to be discussed thereat.
- 14.13. Unless otherwise provided by these Rules, at every General Meeting or Special Meeting.
- 14.14. The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Senior Vice-President shall be the Chairman of if the Senior Vice-President is not present or is unwilling to act, the Junior Vice-President shall be the Chairman of if the Junior Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.
- 14.15. The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- 14.16. Every question, matter or resolution shall be decided by a majority of votes of the members present.
- 14.17. Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any League meeting if their annual subscription is more than one month in arrears at the date of the meeting.
- 14.18. Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the resolution of the meeting at which the ballot was demanded.
- 14.19. A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote.
- 14.20. The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorized in writing or, if the appointer is a corporation, either under seal or under the hand of an office or attorney duly authorised. A proxy may but need not be a member of the League. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

14.21. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit.

I,.....of.....being a member
of the abovenamed League, hereby appoint
of....., or failing
him,.....of..... as my proxy to vote for
me on my behalf at the (annual) general meeting of the League, to be held
on the day of 20 , and at any adjournment
thereof.

Signed this day of , 20 .

This form is to be used * in favour of the resolution.
* against

14.22. The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjournment meeting at which the person named in the instrument proposed to vote; and

14.23. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee of Management meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee of Management meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting; provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding delegates meeting or annual general meeting.

15. BY-LAWS

The Committee of Management may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the League and any by-law may be set aside at the annual general meeting or special meeting called for that purpose.

16. ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act 1981-1990, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at the annual general meeting or special meeting called for that purpose. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, department of Justice and Corrective Services, Brisbane.

17. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Committee of Management and every instrument to which the seal is affixed shall be signed by a member of the Committee of Management and shall be countersigned by the Secretary or by a second member of the Committee of Management or by some other person appointed by the Committee of Management for the purpose.

18. FUNDS AND ACCOUNTS

- 18.1. The funds of the League shall be deposited in the name of the League in such Bank or Permanent Building Society as the Committee of Management may from time to time direct.
- 18.2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the League and the particulars usually shown in the books of a like nature.
- 18.3. All monies shall be deposited as soon as practicable after receipt thereof.
- 18.4. All amounts paid by cheque signed by any two of the President, Secretary, Vice-Presidents, or Treasurer.
- 18.5. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 18.6. The Committee of Management shall determine the amount of petty cash which shall be kept on the imprest system.

- 18.7. All expenditure shall be approved or ratified at a Committee of Management meeting.
- 18.8. As soon as practicable after the end of each financial year the Treasurer shall cause to prepare a statement containing the particulars of:
- a) the income and expenditure for the financial year just ended; and
 - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the League at the close of that year.
- 18.9. All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
- 18.10. The income and property of the League whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the League provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the League or otherwise owing by the League to him or of remuneration to any officers or servants of the League or to any member of the League or other person in return for any services actually rendered to the League provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and property charges for goods hired by the League or reasonable and proper rent for premises demised or let to the League.

19. DOCUMENTS

The Committee of Management shall provide for the safe custody of books, documents, instruments of title and securities of the League.

20. FINANCIAL YEAR

The financial year of the League shall close on 30th September in each year.

21. DISTRIBUTION OF SURPLUS ASSETS

If the League shall be wound up in accordance with the provisions of the Associations Incorporations Act 1981 – 1990, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the League, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the League, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the League under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the League.

22. LIFE MEMBERS

- 22.1. The League may, at the Annual General Meeting each year, elect one (1) or more Honorary Life Members provided that such election is decided by a two-thirds (2/3) majority. Life membership shall be awarded only for special services rendered to the League or the game of Australian Football, and among other things, the nominee must have completed five (5) years as an Office bearer and/or Delegate and/or Committee member of the League.
- 22.2. For the purpose of this article, service as an Office bearer and/or delegate and/or committee member of the body known as the “AFL Cairns Juniors Inc” shall be deemed to be service as an Office bearer and/or delegate and/or Committee member of the League.
- 22.3. Life members may attend all meetings of the League and take part in debates but they shall not have the right to exercise a vote at any time.

I hereby certify that this is a true and correct copy of the rules adopted by the members of the incorporated league.

.....
Secretary

.....
Date