

HAWTHORN AMATEUR FOOTBALL CLUB



THE RULES AND CONSTITUTION OF HAFC

The Rules and Constitution of HAFC

CONSUMER AFFAIRS VICTORIA

HAWTHORN AMATEUR FOOTBALL CLUB
INCORPORATION ACT (1981)
October 2020 - Version 1.2

Schedule 4

The Rules and Constitution of the Hawthorn Amateur Football Club

For an Incorporated Hawthorn Amateur Football Club

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Rules of the Hawthorn Amateur Football Club

1. Name the Hawthorn Amateur Football Club

2. Definitions

- (1) In these Rules, unless the contrary intention appears—
- a. Committee means the committee of management of the Hawthorn Amateur Football Club;
 - b. Financial year means the year ending on 30 June;
 - c. Year ending means the playing and reporting year ending on 31 October
 - d. General meeting means a general meeting of members convened in accordance with rule 12;
 - e. Member means a member of the Hawthorn Amateur Football Club;
 - f. Ordinary member of the committee means a member of the committee who is not an officer of the Hawthorn Amateur Football Club under rule 21;
 - g. Regulations means regulations under the Act and the Hawthorn Amateur Football Club code of Conduct;
 - h. Relevant documents has the same meaning as in the Act;
 - i. The Act means the Hawthorn Amateur Football Clubs Incorporation Act 1981.
 - j. Rules and Constitution means this document which is Version 1.0
 - k. Sporting Association means the governing body of the Sporting Association that the Hawthorn Amateur Football Club is competing within.
- (2) In these Rules, a reference to the Secretary of Hawthorn Amateur Football Club is a reference
- a. If a person holds office under these Rules as Secretary of the Hawthorn Amateur Football Club to that person; and
 - b. In any other case, to the public officer of the Hawthorn Amateur Football Club.

3. Alteration of the Rules and Constitution

- (1) These Rules and the statement of purposes of the Hawthorn Amateur Football Club must not be altered except in accordance with the Act, and the process below.
- a. Changes or additions to Rules and Constitution after the creation of Version 1.0 will be made under the following rules and governance measures;
 - i. All Changes must with the exception of Version 1.0 be presented in finished format and layout to the Hawthorn Amateur Football Club prior to the ~~second~~ last General meeting preceding the Annual General Meeting, for discussion and approval to proceed;
 - (i) If Approval to proceed this is the approval of the Hawthorn Amateur Football Club Committee;
 - (ii) Declined rejected by the Hawthorn Amateur Football Club Committee;

- (iii) A member has the right to Request a Special General meeting See Rule 13 to have a club membership decision made on the committee rejected request for change or alteration to the Rules and Constitution of Hawthorn Amateur Football Club;
- ii. All changes must be fair to all members of the club;
- iii. Changes must be Presented and seconded by Registered member of the Hawthorn Amateur Football Club under Rule 5, at the Annual General Meeting; and
- iv. Changes must receive a 100% affirmative vote from members present at the Annual General Meeting.

4. Membership, Fees and Subscription

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Hawthorn Amateur Football Club on payment of the annual subscription payable under these Rules.
 - a. Persons exempt from paying the membership fees, and are then still given full membership status within the Hawthorn Amateur Football Club and is entitled to exercise the rights of membership are:
 - i. Life Members of the Club; and
 - ii. Player sponsors; and
 - iii. Elected and nominated committee members; and
 - iv. Club President, Vice President, Secretary and Treasurer; and
 - v. Non playing field staff for all teams including, Team Manager, Coach, Assistant Coach; and
 - vi. All Registered Players of all teams associated with the club
- (2) A person who is not a member of the Hawthorn Amateur Football Club at the time of the incorporation of the Hawthorn Amateur Football Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless
 - a. He or she applies for membership in accordance with sub rule (3); and
 - b. The admission as a member is approved by the committees nominated membership officer.
- (3) An application of a person for membership of the Hawthorn Amateur Football Club must
 - a. Be made in writing in the form set out in Appendix 1; and
 - b. Be lodged with the Secretary of the Hawthorn Amateur Football Club.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable–
 - a. Notify the applicant in writing of the approval for membership; and
 - b. Request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in Appendix 4, enter the applicant's name in the register of members.

- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee via the secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Hawthorn Amateur Football Club.
 - a. Is not capable of being transferred or transmitted to another person; and
 - b. Terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

5. Register of Members

- (12) The Secretary must keep and maintain a register of members containing—
 - a. The name and address of each member; and
 - b. The date on which each member's name was entered in the register.
- (13) The register is available for inspection by any member upon request.
- (14) A member may not make a copy of entries in the register.

6. Life Membership Criteria and Measures

- (1) To be nominated at a Special General Meeting to be considered for a Life Membership the nominee must:
 - i. Have been members of the Hawthorn Amateur Football Club and been associated with the club for a minimum of ten (10) years, and have contributed outstanding service to the club plus fulfilled at least one of the following criteria:
 - ii. Held a leadership role on the field for a minimum of 3 years and been a playing member of HAFC for a minimum of 7 years, or:
 - iii. Held a committee position for a minimum of 5 years, or:
 - iv. Contributed in a significant voluntary role for the club for a minimum of 5 years

7. Ceasing Membership

- (1) A member of the Hawthorn Amateur Football Club who has paid all moneys due and payable by a member to the Hawthorn Amateur Football Club may resign from the Hawthorn Amateur Football Club by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub rule (1)
 - a. The member ceases to be a member; and
 - b. The Secretary must record in the register of members the date on which the member ceased to be a member.

8. Discipline, Suspension and Expulsion of Members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Hawthorn Amateur Football Club, the committee may by resolution—
 - a. Suspend that member from membership of the Hawthorn Amateur Football Club for a specified period; or
 - b. Expel that member from the Hawthorn Amateur Football Club; or
- (2) A resolution of the committee under sub rule (1) does not take effect unless—
 - a. At a meeting held in accordance with sub rule (3), the committee confirms the resolution; and
 - b. If the member exercises a right of appeal to the Hawthorn Amateur Football Club under this rule, the Hawthorn Amateur Football Club confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub rule (4).
- (4) For the purposes of giving notice in accordance with sub rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice
 - a. Setting out the resolution of the committee and the grounds on which it is based; and
 - b. stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - c. Stating the date, place and time of that meeting; and
 - d. Informing the member that he or she may do one or both of the following:
 - i. Attend that meeting;
 - ii. Give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - e. Informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Hawthorn Amateur Football Club in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub rule (1), the committee must
 - a. Give the member, or his or her representative, an opportunity to be heard; and
 - b. Give due consideration to any written statement submitted by the member; and
 - c. Determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Hawthorn Amateur Football Club in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub rule (6), he or she must notify the committee and the committee must convene a general meeting of the Hawthorn Amateur Football Club to be held within 21 days after the date on which the Secretary received the notice.

- (8) At a general meeting of the Hawthorn Amateur Football Club convened under sub rule (7)
 - a. No business other than the question of the appeal may be conducted; and
 - b. The committee 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 his or her representative, must be given an opportunity to be heard; and
 - d. The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

9. Disputes and Mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between
 - a. A member and another member; or
 - b. A member and the Hawthorn Amateur Football Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be
 - a. A person chosen by agreement between the parties; or
 - b. In the absence of agreement
 - i. In the case of a dispute between a member and another member, a person appointed by the committee of the Hawthorn Amateur Football Club; or
 - ii. In the case of a dispute between a member and the Hawthorn Amateur Football Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Hawthorn Amateur Football Club can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must
 - a. Give the parties to the mediation process every opportunity to be heard; and
 - b. Allow due consideration by all parties of any written statement submitted by any party; and
 - c. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

10. Selection and Appointment of Coaching Staff, Leadership Group & Captains

- (1) The Selection & Appointment of coaching staff will be managed by a selected sub-committee of the Hawthorn Amateur Football Club that will be made of both on and off field members of the Club presided over by either the President, Vice President or Head of Football.
- (2) The process that will be followed will in a minimum include the following;
 - i. Advertising of the Position in relevant publications and or on-line venues to include the best audience of candidates for the role;
 - ii. Review of written or telephone applications, this will most probably generate a short list of candidates that will proceed to the next stage;
 - iii. Formalised and fair personal interview this may actually become multiple interviews to give the various candidates the opportunity to further display their aptitude for the position;
 - iv. Selection sub-committee will advise committee if a successful candidate has been selected, if no successful candidate has been found, position maybe re-advertised as shown above, or candidates already reviewed and interviewed may be reassessed;
 - v. Committee appoint the appropriate coaching staff;
 - vi. A recommendation will be given to the committee by the sub-committee of the length of the appointment as considered appropriate. This must be accepted in full by the committee.
- (3) The selection and appointment of the player leadership group will be via vote from players, coaches and support staff of each team. The votes will be collated by a nominated coach. The head coach of each team will decide on the number of players in the leadership group.
- (4) The appointment of Captain(s) and Vice-Captain(s) of each team should be selected from the nominated leadership group and will be selected by the coaching staff and recommended to the Executive Committee to approve.
- (5) Any variation to point 3 and 4 must be submitted to and approved by the Executive Committee.

11. Sporting Associations

- (1) The Hawthorn Amateur Football Club, inclusive of committee, officials, player's, members and supporters.
 - i. By associated will also adopt and adhere to the rules, and regulations of any and all Sporting Associations that the Hawthorn Amateur Football Club is affiliated to.
 - ii. The rules, and regulations of any and all Sporting Associations that the Hawthorn Amateur Football Club is affiliated to, will be made available to any member of the committee, officials, player's, members and supporters on request to the Hawthorn Amateur Football Club Secretary.

12. Annual General Meetings (AGM)

- (1) The committee may determine the date, time and place of the annual general meeting of the Hawthorn Amateur Football Club. This may be governed by associated Sporting Association rules

- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be
 - a. To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - b. To receive from the committee reports upon the transactions of the Hawthorn Amateur Football Club during the last preceding football year;
 - i. And will at a minimum include
 - a. President's report,
 - b. Treasurer's Financial report
 - c. Football Department report,
 - d. Social summary,
 - e. Thirds' summary, and
 - c. To elect officers of the Hawthorn Amateur Football Club and the ordinary members of the committee; and
 - d. To receive and accept any changes to the coaching roles or positions within the senior coach's position, or the reserves coach and/or any assistant coaching positions.
 - e. Receive and accept changes to the Hawthorn Amateur Football Club Rules and Constitution as defined in Rule 3; and
 - f. To receive and consider the statement submitted by the Hawthorn Amateur Football Club in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice of 14 days has been given in accordance with these Rules.

13. Special General Meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Hawthorn Amateur Football Club.
- (4) If, but for this sub rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Hawthorn Amateur Football Club.
- (6) The request for a special general meeting must
 - a. State the objects of the meeting; and
 - b. Be signed by the members requesting the meeting; and
 - c. Be sent to the address of the Secretary.

- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Hawthorn Amateur Football Club to the persons incurring the expenses.

14. Special Business

- (1) All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, are deemed to be special business.

15. Notice of General Meetings

- (1) The Secretary of the Hawthorn Amateur Football Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Hawthorn Amateur Football Club, must cause to be sent to each member of the Hawthorn Amateur Football Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent–
 - a. By prepaid post to the address appearing in the register of members; or
 - b. If the member requests; by electronic transmissions, such as email, Facebook or SMS.
 - c. In person
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

16. Quorum at General Meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present–
 - a. In the case of a meeting convened upon the request of members the meeting must be dissolved; and

- b. In any other case the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

17. Presiding at General Meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Hawthorn Amateur Football Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

18. Adjournment of Meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

19. Voting at General Meetings

- (1) Upon any question arising at a general meeting of the Hawthorn Amateur Football Club, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Hawthorn Amateur Football Club have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

20. Poll at General Meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

21. Manner of Determining whether Resolution Carried

- (1) If a question arising at a general meeting of the Hawthorn Amateur Football Club is determined on a show of hands
 - a. A declaration by the Chairperson that a resolution has been
 - i. Carried; or
 - ii. Carried unanimously; or
 - iii. Carried by a particular majority; or
 - iv. Lost; and
 - b. An entry to that effect in the minutes of the Annual General Meeting of the Hawthorn Amateur Football Club
 - i. Is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

22. Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - a. The notice appointing the proxy must be
 - i. for a meeting of the Hawthorn Amateur Football Club convened under rule 12 & 13 (twelve & thirteen), in the form set out in Appendix 2; or
 - ii. In any other case, in the form set out in Appendix 3.

23. Committee of Management

- (1) The affairs of the Hawthorn Amateur Football Club shall be managed by the committee of management.
- (2) The committee
 - a. Shall control and manage the business and affairs of the Hawthorn Amateur Football Club; and
 - b. May, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Hawthorn Amateur Football Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Hawthorn Amateur Football Club; and
 - c. Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Hawthorn Amateur Football Club.
- (3) Subject to section 23 of the Act, the committee shall consist of

- a. The officers of the Hawthorn Amateur Football Club; and
- b. Number of ordinary committee members to be a minimum of two (2) and maximum of twenty (20) for each football year
 - i. Each of whom shall be elected at the annual general meeting of the Hawthorn Amateur Football Club in each year.

24. Office Holders

- (1) The officers of the Hawthorn Amateur Football Club shall be
 - a. a President;
 - b. a Vice-President;
 - c. a Treasurer; and
 - d. a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub rule (1).
- (3) Each officer of the Hawthorn Amateur Football Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

25. Ordinary Members of the Committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Hawthorn Amateur Football Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

26. Election of Officers and Ordinary Committee Members

- (1) Nominations of candidates for election as officers of the Hawthorn Amateur Football Club or as ordinary members of the committee must be.
 - a. Made in writing, signed by two members of the Hawthorn Amateur Football Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b. Delivered to the Secretary of the Hawthorn Amateur Football Club not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) 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.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

27. Vacancies

- (1) The office of an officer of the Hawthorn Amateur Football Club, or of an ordinary member of the committee, becomes vacant if the officer or member
 - a. Ceases to be a member of the Hawthorn Amateur Football Club; or
 - b. Becomes an insolvent under administration within the meaning of the Corporations Act; or
 - c. Resigns from office by notice in writing given to the Secretary.

28. Meetings of the Committee

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

29. Notice of Committee Meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least two business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

30. Quorum for Committee Meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - a. In the case of a special meeting the meeting lapses;
 - b. In any other case the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

31. Presiding at Committee Meetings

- (1) At meetings of the committee
 - a. The President or, in the President's absence, the Vice-President presides; or
 - b. If the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their numbers to preside.

32. Voting at Committee Meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

33. Removal of Committee Member

- (1) The Hawthorn Amateur Football Club in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub rule (1) may make representations in writing to the Secretary or President of the Hawthorn Amateur Football Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Hawthorn Amateur Football Club.
- (3) The Secretary or the President may give a copy of the representations to each member of the Hawthorn Amateur Football Club or, if they are not so given, the member may require that they be read out at the meeting.

34. Minutes of Meetings

- (1) The Secretary of the Hawthorn Amateur Football Club must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

35. Funds

- (1) The Treasurer of the Hawthorn Amateur Football Club must
 - a. Collect and receive all moneys due to the Hawthorn Amateur Football Club and make all payments authorised by the Hawthorn Amateur Football Club; and
 - b. Keep correct accounts and books showing the financial affairs of the Hawthorn Amateur Football Club with full details of all receipts and expenditure connected with the activities of the Hawthorn Amateur Football Club.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Hawthorn Amateur Football Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

36. Notice to Members

- (1) Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Hawthorn Amateur Football Club, under these Rules may be given by
 - a. Delivering the notice to the member personally; or
 - b. Sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - c. Facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
 - d. Electronic transmission, if the member has requested that the notice be given to him or her in this manner.

37. Winding Up

- (1) In the event of the winding up or the cancellation of the incorporation of the Hawthorn Amateur Football Club, the assets of the Hawthorn Amateur Football Club must be disposed of in accordance with the provisions of the Act.

38. Custody and Inspection of Books and Records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Hawthorn Amateur Football Club.
- (2) All accounts, books, securities and any other relevant documents of the Hawthorn Amateur Football Club must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Hawthorn Amateur Football Club.

Appendix 1

Application for Membership of the Hawthorn Amateur Football Club

I, _____,
name and occupation

of _____
address

desire to become a Member of the Hawthorn Amateur Football Club.

In the event of my admission as a member, I agree to be bound by the rules of the Hawthorn Amateur Football Club for the time being in force.

signature of applicant

_____/_____/_____
date

I, _____, a member of the Hawthorn Amateur Football Club nominate the applicant, who is personally known to me, for membership of the Hawthorn Amateur Football Club.

signature of proposer

_____/_____/_____
date

I, _____, a member of the Hawthorn Amateur Football Club, second the nomination of the applicant, who is personally known to me, for membership of the Hawthorn Amateur Football Club.

signature of Seconder

_____/_____/_____
date

Appendix 2

Form of Appointment of Proxy for Meeting of the Hawthorn Amateur Football Club convened under Rules 12 & 13 (twelve & thirteen),

I, _____,
name and occupation

of _____
address

being a member of the Hawthorn Amateur Football Club appoint

name of proxy holder

of _____
address of proxy holder

Being a member of that Incorporated Hawthorn Amateur Football Club, as my proxy to vote on my behalf at the appeal to the general meeting of the Hawthorn Amateur Football Club convened under rules 12 & 13 (twelve & thirteen), to be held on—

_____/_____/_____
date and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution: [insert details of resolution passed]

signed

_____/_____/_____
date

Appendix 3

Form of Appointment of Proxy

I, _____,
name and occupation

of _____
address

being a member of the Hawthorn Amateur Football Club appoint

name of proxy holder

of _____
address of proxy holder

Being a member of that Incorporated Hawthorn Amateur Football Club, as my proxy to vote on my behalf at the *annual/*special general meeting of the Hawthorn Amateur Football Club to be held on—

_____/_____/_____ and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of/*against the following resolution: [insert details of resolution]

signed

_____/_____/_____
date

Appendix 4

Schedule of Fees

Annual membership details and fees for playing and non-playing members are available on the Club's official website (hafc.com.au/memberships).

Appendix 5

Records of Amendments to the Rules and Constitution

Version	Date	Section	Description
1.1	Aug 2020	12.3.b.i.a	<p>Previous wording: 'President's report, President's report.'</p> <p>Amended wording - 'President's report,'</p> <p>Context for amendment - Correction of error.</p> <p>Note: Endorsed at General Committee Meeting on 4 August 2020.</p>
1.1	Aug 2020	12.4.b.i.e	<p>Previous wording - 'Club XVII's summary, and'</p> <p>Amended wording - 'Thirds' summary, and'</p> <p>Context for amendment - the Club XVII competition is now referred to as the Thirds competition.</p> <p>Note: Endorsed at General Committee Meeting on 4 August 2020.</p>
1.1	Aug 2020	23.3.b	<p>Previous wording - 'Number of ordinary committee members to be a minimum of two (2) and maximum of eight (8) for each football year'</p> <p>Amended working - 'Number of ordinary committee members to be a minimum of two (2) and maximum of twenty (20) for each football year'</p> <p>Context for amendment - Number of ordinary committee members increased to reflect growth of the Club, in particular, the women's football program.</p> <p>Note: Endorsed at General Committee Meeting on 4 August 2020.</p>
1.1	Aug 2020	Appendix 4	<p>Previous wording - 'Annual subscription fee is set at \$80.00'.</p> <p>Amended wording - 'Annual membership details and fees for playing and non-playing members are available on the Club's official website (hafc.com.au/memberships).'</p> <p>Context for amendment - current fee is outdated. Membership offering is maintained on the official Club website. Any amendments to membership offerings & fees are tabled and endorsed at Committee General Meetings.</p> <p>Note: Endorsed at General Committee Meeting on 4 August 2020.</p>
1.1	Aug 2020	Appendix 5	<p>Context for amendment - Amended to include Appendix 5 which details a record of amendments to the constitution.</p> <p>Note: Endorsed at General Committee Meeting on 4 August 2020.</p>

Version	Date	Section	Description
1.2	Aug 2020	3.1.a.i	<p>Previous wording - 'All Changes must, with the exception of Version 1.0, be presented in finished format and layout to the Hawthorn Amateur Football Club prior to the second last General meeting preceding the Annual General Meeting, for discussion and approval to proceed.'</p> <p>Amended wording - 'All Changes must, with the exception of Version 1.0, be presented in finished format and layout to the Hawthorn Amateur Football Club prior to the last General meeting preceding the Annual General Meeting, for discussion and approval to proceed.'</p> <p>Context for amendment - Amended due to ease of digital communication (i.e. not having to print out and distribute at a meeting so we can discuss at the next meeting). Also, the second last meeting would fall in August, a time when Committee are focused on the football finals series along with football department and committee review processes.</p>
1.2	Aug 2020	6.1	<p>Previous wording - 'To be nominated at an Annual General Meeting to be considered for a Life Membership the nominee must:'</p> <p>Amended wording - 'To be nominated at a Special General Meeting to be considered for a Life Membership the nominee must:'</p> <p>Context for amendment - To allow for the awarding of Life Membership to be presented at the Annual Ball.</p>
1.2	Aug 2020	10.1	<p>Previous wording - '...presided over by either the President or Vice President of the club.'</p> <p>Amended wording - '...presided over by the President, Vice President or Head of Football.'</p> <p>Context for amendment - The Head of Football will sometimes be the most experienced or most knowledgeable person to preside over a coaching selection sub-committee.</p>
1.2	Aug 2020	12.3.d	<p>Previous wording - 'To receive and accept and changes to the coaching roles or positions within the senior coaches position, or the reserves coach and or any assistance coaching positions.'</p> <p>Amended wording - 'To receive and accept any changes to the coaching roles or positions within the senior coach's position, or the reserves coach and/or any assistant coaching positions.'</p> <p>Context for amendment - Correction of grammatical errors.</p>

Version	Date	Section	Description
1.2	Aug 2020	12.3.e	<p>Previous wording - 'Receive and accept changes to the Hawthorn Amateur Football Club Rules and Constitution as defined in Rule; and.'</p> <p>Amended wording - 'Receive and accept changes to the Hawthorn Amateur Football Club Rules and Constitution as defined in Rule 3; and.'</p> <p>Context for amendment - Inclusion of '3' which was missing from the clause.</p>
1.2	Aug 2020	12.3.g	<p>Previous wording - 'To receive, consider, accept, vote and appoint any nominations for Life Membership at the Hawthorn Amateur Football Club.'</p> <p>Amended wording - N/A.</p> <p>Context for amendment - Clause removed as this process was changed some years ago to allow for the awarding of Life Membership to be presented at the Annual Ball.</p>
1.2	Aug 2020	10	<p>Previous wording - Selection and Appointment of Coaching Staff</p> <p>Amended wording - Selection and Appointment of Coaching Staff, Leadership Group & Captains</p> <p>Context for amendment - Introduced and approved at the 2013 AGM but never added to the official document.</p>
1.2	Aug 2020	10.3	<p>Previous wording - N/A</p> <p>Amended wording - The selection and appointment of the player leadership group will be via vote from players, coaches and support staff of each team. The votes will be collated by a nominated coach. The head coach of each team will decide on the number of players in the leadership group.</p> <p>Context for amendment - Introduced and approved at the 2013 AGM but never added to the official document.</p>
1.2	Aug 2020	10.4	<p>Previous wording - N/A</p> <p>Amended wording - The appointment of Captain(s) and Vice-Captain(s) of each team should be selected from the nominated leadership group and will be selected by the coaching staff and recommended to the Executive Committee to approve.</p> <p>Context for amendment - Introduced and approved at the 2013 AGM but never added to the official document.</p>
1.2	Aug 2020	10.5	<p>Previous wording - N/A</p> <p>Amended wording - Any variation to point 3 and 4 must be submitted to and approved by the Executive Committee.</p> <p>Context for amendment - Introduced and approved at the 2013 AGM but never added to the official document.</p>

Version	Date	Section	Description
1.2	Aug 2020	12.1	<p>Previous wording - 12.2</p> <p>Amended wording - 12.1</p> <p>Context for amendment - Correction of numbering error</p>
1.2	Aug 2020	12.2	<p>Previous wording - 12.3</p> <p>Amended wording - 12.2</p> <p>Context for amendment - Correction of numbering error</p>
1.2	Aug 2020	12.3	<p>Previous wording - 12.4</p> <p>Amended wording - 12.3</p> <p>Context for amendment - Correction of numbering error</p>