

**NORTH PINE UNITED SOCCER FOOTBALL
AND SPORTING CLUB INCORPORATED
BY-LAWS**

1. COLOURS

- 1.01. The colours of the Club shall be Bottle Green and Gold and shall take the form of any combination determined by the Management Committee. The alternate colours shall be any combination of Bottle Green and White as determined by the Management Committee.

2. EMBLEM

- 2.01. The Club shall nominate the Gorilla as its emblem, this Emblem is to be incorporated in the design of a Badge and such badge to be used as the Official Emblem of the Club.

3. HEADQUARTERS

- 3.01. The Headquarters of the Club shall be Bob Brock Park, Marsden Road, Dakabin, where all meetings shall be held, except that from time to time the venue of meetings may be altered as decided by a four-fifths majority of the voting power at the Annual General Meeting or at a Special Extraordinary meeting called for that purpose, except for those where accommodation of numbers may exceed the capacity of the Headquarters. Whereas this would be the case the venue to be decided by the Management Committee.

4. LAWS OF THE GAME

- 4.01. The Club adopts the laws of the game of Soccer as laid down by the F.I.F.A. and adopts the laws of other games it may control, as laid down by the International or National Bodies of those games.
- 4.02. Local rules for special competitions may be approved after discussions with local bodies concerned.

5. YEAR

- 5.01. For player and player registrations, the year shall commence on 1st January, and conclude on 31st December each year.
- 5.02. For Club membership, the year shall commence on 1st January, and conclude on 31st December each year. A member will be deemed to have maintained continuity of membership if all monies are paid by the 28th February each year.

6. WORKING COMMITTEE

- 6.01. The Working Committee of the Club shall total no more than seventeen members, and in addition, where applicable, non voting members made provisions for in paragraph 6.02. Office bearers to be President, Vice President, Secretary, Treasurer, Equipment/Purchasing Officer, Fixture Controller, Registrar U/7 – U/9, Registrar U/10 – Seniors, Publicity Officer, Finance Officer, Ground Convenor, Canteen Convenor, Junior Association Delegate, Secretary/Delegate Seniors, Assistant Groundsman, and Assistant Secretary.
- 6.02. A retiring President may, for the 12 months immediately following his retirement, form part of the Management Committee as the Immediate Past President.
- 6.03. Any Committee Member absenting himself/herself from three (3) consecutive meetings of Committee without an apology satisfactory to the majority of the Committee shall be considered to have resigned.
- 6.04. The incoming Committee may appoint Club Coaches for each sport conducted by the Club.

7. PATRONS

- 7.01. The Club shall call nominations for a Patron, plus Vice Patrons to a maximum of three (3) per year, to be elected at the Annual General Meeting.

8. DISCIPLINARY COMMITTEE

- 8.01. The Management Committee shall appoint the Disciplinary Committee at its first meeting following its Annual General Meeting.
- 8.02. The Disciplinary Committee shall consist of four (4) appointed persons, under the chairmanship of a non voting Management Committeeman, none of whom shall be members of the Working Committee.
- 8.03. The Committee shall meet when required and shall be empowered to increase, but not decrease, any disciplinary action handed down to players from the Associations' Disciplinary Committee and to decide what disciplinary action is warranted towards players whose conduct is deemed to be detrimental to team spirit and morale.
- 8.04. The Disciplinary Committee shall be empowered to call before it, either as a guilty party or witness, any person or persons it deems necessary to make a firm and just decision.

- 8.05. The decision of the Disciplinary Committee is final with no avenue of appeal.
- 8.06. No member of the Disciplinary Committee shall sit in judgment of an Immediate Family Member. In the event of a member of a Disciplinary Committee person's Immediate Family being summoned to appear before the Disciplinary Committee that Member of the Committee shall stand down and his/her place taken by a Management Committee Member for the time necessary for the disciplinary Committee to decide appropriate action.
- 8.07. Members of the Management Committee are to avail themselves as temporary members of the Disciplinary Committee, as requested, or as deemed necessary to constitute a quorum.

9. FUNDS, ACCOUNTS & ALLOWANCES

- 9.01. No member of the Club shall purchase any equipment or major items, for or on behalf of the Club, without the consent of the Management Committee.

10 DUTIES OF OFFICE BEARERS

A. PRESIDENT

- 10.01. The President shall preside at all meetings at which he is present and in the event of his/her absence, the Vice President is to assume chairmanship responsibilities or in his/her absence the Committee shall appoint a chairman, for that meeting only, from those financial members present. He/She shall maintain order and see that the duties of the Officers and members are properly performed and the discipline of the Club enforced. He/She shall strictly adhere to the order of business presented for the meetings.
- 10.02. In the event of an equality of votes for and against at a meeting he/she shall have in addition to his/her initial vote, the casting vote; excepting that in the event of constitutional amendments, the President's casting vote shall be to preserve the status quo.
- 10.03. After approval, he/she shall sign as a true record the minutes of all meetings of which he/she has presided.
- 10.04. The President shall liaise with the Publicity Officer as regards media etc and shall act as liaison officer with both Grounds Committee and Trustees.
- 10.05. In addition, the President notwithstanding anything to the contrary laid down in the constitution, shall have the right to intervene and give a ruling on any matter he/she deems necessary to uphold the Constitution and must report details of such intervention to the next Management Committee Meeting.

B. VICE PRESIDENT

- 10.06. The Vice President is to assist the President and shall take over all the duties of the President if the President is absent.
- 10.07. The Vice President shall act as liaison officer with both the Disciplinary Committee and the Management Committee.

C. SECRETARY

- 10.08. The duties of the Secretary shall be to convene all meetings pertaining to the operation of the Club, to administer the affairs of the Club as directed by the Management Committee and as the rules require; to keep a proper record of all Club proceedings and to execute such other duties as may come within his/her province.
- 10.09. The Secretary shall be responsible for obtaining correctly prepared minutes and reports for the meetings of any Club Sub-Committees.

D. TREASURER

- 10.10. The Treasurer's duties shall be to receive all monies due to the Club from any source; issue receipts for and promptly bank all monies due, have custody of the Bank Books and Cheque Book and produce them at all meetings; pay all accounts passed by the Management Committee; prepare the Annual Balance Sheet; produce all Books, Accounts, Receipts and Statements of Assets and Stock when required by the Honorary Auditor.
- 10.11. Notwithstanding anything herein contained, the Treasurer shall be entitled to take part and participate in discussions and deliberations at any meeting of the Club and shall be entitled to vote on any matters coming before such meetings.

E. FINANCE OFFICER

- 10.12. The Finance Officer's prime function shall be to endeavour to obtain sponsorship etc, for the Club's activities. He/She shall be responsible for the organisation and control of all Fund Raising Activities that the Club may deem fit to conduct.

F. PROPERTY/PURCHASING OFFICER

- 10.13. The Property/Purchasing Officer shall be responsible for all purchases, apart from the Canteen etc stock, on behalf of the Club; shall maintain such records as may be decided by the Management Committee; shall supply the management Committee with a quarterly detailed report on the condition and location of all equipment; shall furnish a written report to the Treasurer prior to the Annual General Meeting to be included in the Treasurer's Annual Report.

The Property/Purchasing Officer shall record, on Official Order Forms and endorsed by the Treasurer, all purchases made on behalf of the Club.

G. FIXTURE CONTROLLER

- 10.14. The Fixture Controller shall be responsible for all aspects of fixtures in all types of Junior Competition; shall organise and control all Junior Carnivals that the Club may conduct; shall advise all Team managers of game times, location and opposition clubs and shall notify the Association Recorder of all results of fixtures, that may fall within the Club's province, within the specified time.

H. REGISTRAR U/7 – U/9

- 10.15. The Registrar U/7 – U/9 shall record the names, age, date of birth, the team to which the player has been allocated or graded, the number of games that the player has played out of his/her age and/or division per season and such other information that the management committee may require.
- 10.16. He/She shall check all Birth Certificates produced by players within his/her province and pass the certificates to the appropriate bodies to which the Club is affiliated, as required, together with registration forms.
- 10.17. He/She shall keep a record of all penalty points, accumulated by players, as advised by the Association; shall remove from the Register any player leaving the Club.
- 10.18. The Management Committee shall have the power to appoint Assistant Registrars.

I. REGISTRAR U/10 – SENIOR PLAYERS

- 10.19. The duties of the Registrar U/10 – Senior Players shall be as for the Registrar U/7 – U/9 years.

J. JUNIOR DELEGATE

- 10.20. The duties of the Junior Delegate shall be to represent the Club at all meetings of the Association to which the Junior Teams are affiliated when applicable; shall support action in the best interest of the Club; shall report the business of all said meetings to the Management Committee.
- 10.21. The Management Committee shall have the power to appoint an Assistant Junior Delegate.

K. SECRETARY/DELEGATE SENIORS

- 10.22. The Secretary/Delegate of the Senior Section of the Club shall administer the affairs of the Senior Section and attend all Delegates Meetings as called by the Queensland Soccer Federation and all other meetings as directed by the Honorary Secretary of the Club. He/She shall keep the Management Committee informed of all developments pertaining to the Senior Team.

L. PUBLICITY OFFICER

- 10.23. The Publicity Officer shall be responsible for continuous publicity on all aspects of the Club through any media outlet; shall be responsible directly to the President for permission to publicise; shall maintain a working relationship with the media.
- 10.24. He/She shall be responsible for the compilation of a publication in the form of either a newsletter or magazine to be distributed to the Club Members. The number of such publications in any one year shall be at the discretion of the Management Committee.
- 10.25. He/She must first obtain permission of the Management Committee before incurring any expenditure relating to his/her duties.

M. GROUNDS CONVENOR

- 10.26. The Grounds Convenor shall inspect the grounds prior to the commencement of the season and make periodic inspections of the grounds throughout the season, reporting the condition of the grounds to the Management Committee. He/She shall ensure that all fields are correctly marked before the start of each fixture day and ensure that the grounds are maintained to an acceptable playing condition.
- 10.27. At the end of each season the Grounds Convenor shall submit to the Management Committee recommendations for the repair and upgrade of the playing surfaces.

N. CANTEEN CONVENOR

- 10.28. The Canteen Convenor shall be responsible for the efficient stocking and management of the Canteen. He/She shall be required to prepare a detailed audit of the monthly accounts and present them to the Treasurer to be included in his/her report to the monthly Management Committee Meeting. The Management may, at its discretion, pay the Canteen Convenor a percentage of the gross takings as an honorarium. Such percentage is not to exceed ten (10) percent.

O. IMMEDIATE PAST PRESIDENT

- 10.29. The Immediate Past President shall assist the President and the Vice President, and shall serve on any sub-committee of the Club when and as it is required.

P. COMMITTEE MEMBERS

- 10.30. Where a Committee Member (or Committee Members) is/are elected to the Working Committee he/she will assist in such areas where it is felt that additional assistance is required.
Committee Member/s shall be voting member/s of the Working Committee.

11. CLUB COACHES

- 11.01. Club Coaches for sports conducted by the Club, shall be appointed each season by the Management Committee, after written nominations have been called for and all applicants for each sport considered. Club Coaches shall be non-voting members of the Working Committee.
- 11.02. Club Coaches shall be (where practicable) qualified Coaches for the sports to which they are appointed. They shall be responsible for the upgrading of the levels of skill of the players and the coaching methods adopted by the Club's appointed Coaches. They shall also organise, control and supervise Coaching Clinics for players where required and report all activities and results to the Management Committee.
- 11.03. Where the Management Committee deems that more than one (1) Coach, for a particular sport, will be beneficial to the players and/or the Club and provided the nominees for the positions signify, in writing, that a harmonious working relationship can exist between them, the Management Committee may appoint an extra person or persons to the position for that particular sport. The extra appointees shall be known as the "Assistant Club Coaches".
- 11.04. An honorarium may be paid to Club Coaches, at the discretion of the Management Committee.

12. COACHES & MANAGERS

- 12.01. Coaches and Managers shall be appointed each season, by the Management Committee, after written nominations have been called for and all applicants considered.
- 12.02. DUTIES OF TEAM COACHES
The Team Coach shall be responsible for the coaching of the players under his/her control at his/her given training times and attend where possible matches when his/her team is playing.

12.03. He/She shall avail himself/herself of any new coaching methods that will benefit his/her players and where practicable attend all coaching clinics held by the Club Coach.

12.04. The Team Coach may instruct the Team Manager as to the composition of the team should he/she be absent at the time of the match.

12.05. DUTIES OF TEAM MANAGERS

The Team Manager will be responsible for the correct conduct of the players under his/her control whenever the team is assembled, travelling, playing, meeting, training or billeting as a unit.

12.06. He/She shall keep all team members informed as to the training times, playing times, travelling times and all functions concerning the team as may be arranged by the Club.

12.07. POWER OF TEAM MANAGERS

The Team Manager has the power to suspend, for one match only, any player for persistent misconduct at training or on the field of play and he/she shall report any such suspension, in writing, to the management Committee.

13. TEAM SELECTION

13.01. For Junior and Senior Teams, the Team Coach, after consultation with the Team Manager, shall select the team for each fixture day.

13.02. Junior Team Coaches and managers may ensure that each player, providing his/her behaviour is satisfactory and providing illnesses do not occur, should have an equal number of games per player during the fixture season.

14. BAR CONVENOR

14.01. If and when the position of Bar Convenor is filled, the Bar Convenor shall be responsible for the efficient stocking and management of the Bar. He/She shall also be required to prepare a detailed audit of the monthly accounts and present them to the Treasurer to be included in his/her report to the Monthly Management Committee Meeting. The management Committee may, at its discretion, pay the Bar Convenor a percentage of the gross takings as an honorarium. Such percentage is not to exceed ten (10) percent.

15. REFEREES AND ASSISTANCE TO REFEREES

15.01. Wherever possible, Officials of the Australian Referees Association, Queensland Junior Division will control games, but where no Official Referee is present a person, mutually agreed upon by an official from each team, shall act as Referee. Such person then acquires the status of an Official Referee for the game, and his decision must be accepted as final.

- 15.02. All Club Officers, Coaches and Managers must at all times render whatever assistance necessary to help the referee and ensure that player and spectator behaviour at all games remains satisfactory.
- 15.03. The Management Committee will ensure that Ground Officials, in accordance with B.N.& D.J.S.A. By-Laws are present during all home fixtures.

16. RAFFLES

- 16.01. Where facilities are available for hoteland ground raffles, these raffles shall be conducted on a team roster basis. The profits of these raffles shall be deposited into the Number Two (2) Junior Account.

17. EQUIPMENT

- 17.01. No equipment, being the property of the Club, shall be made available for personal use unless authorised by the Management Committee.
- 17.02. All equipment purchased for or on behalf of the Club, or donated to the Club, shall remain the property of the Club and shall be used for club activities until such equipment is rendered unservicable by the Equipment/Purchasing Officer. The disposal of all such equipment will be at the descretion of the Management Committee.

18. PLAYER RESTRICTION

- 18.01. No person may play for any team within the Club unless he/she is a registered player and a Member or Associate Member of the Club as defined by the Constitution.

19. GRADING OF PLAYERS

- 19.01. Where the Club fields more than one (1) team in a particular age group; the Management Committee may, at its discretion, hold grading trials for players in that age group or groups.
- 19.02. The grading panel shall consist of the Club Coach, Coaches of the teams in the particular age group, members of the Management Committee and any other person or persons that the management Committee deems to include.
- 19.03. Players shall be graded on the basis of field positions best suited to, after consulation with the players' Coaches from the preceding year. This will ensure that the higher division teams will be evenly balanced with field positions.

20. ALCOHOL

20.01 Alcoholic beverages shall be consumed in the areas duly and clearly defined inside or adjacent to the Club House only. Failure to abide with this By-Law could deem the offenders liable to prosecution and the Club Licence surrendered.

20.02. Any person found with alcoholic beverages within the vicinity of playing fields, either during fixtures or at Club promoted Carnivals etc; shall immediately be asked to remove himself/herself from the Club's property.

Club Members finding themselves in this category may be disciplined as per the Constitution.