



CONSTITUTION 2019

Documents

This Constitution has been written in accordance with the Act and all reference to the Act is referencing to the Associations Incorporation Act 2015.

This Constitution must be read in conjunction with the following documents:

FIFA Documents

- FIFA Laws of the Game
- FIFA Statutes
- FIFA Regulations on the Status and Transfer of Players
- FIFA Disciplinary Code

FFA Documents

- FFA Constitution
- National Registration Regulations
- [National Disciplinary Regulations](#)
- FFA Grievance Procedure By-Law
- National Arbitration Tribunal Regulations
- FFA Judicial Bodies By-Law
- [National Code of Conduct](#)
- [National Member Protection Policy](#)
- National Privacy Policy
- National Anti-Doping Policy
- [National Spectator Code of Behaviour](#)

Football West Documents

- Football West Code of Conduct
- Football West Spectator Code of Behaviour

Great Southern Soccer Association

- Competition Management/Rules of Competition
- Definitions Document
- Respect Code of Conduct Documents

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The name of the Association is the "GREAT SOUTHERN SOCCER ASSOCIATION"

Section One - Objects of the Association

The Association has established and operates solely to:

- 1.1.** Participate as a member of Football West so that Football can be conducted, encouraged, promoted, advanced and administered in the Great Southern.
- 1.2.** Affiliate and otherwise liaise with Football West and adopt its rule and policy framework to further these objects and Football.
- 1.3.** At all times promote mutual trust and confidence between the Association, Football West, the members of the association and Football, and local government bodies along with its standards, quality and reputation for the benefit of the members and Football.
- 1.4.** To promote, encourage and the playing of football/soccer in accordance with the Laws of the Game as laid down by FIFA, FFA, Football West and the Rules of Competition, Competition Management and all associated By-Laws that may govern the playing of football and to take disciplinary measures as necessary to uphold a high standard of behaviour and decorum.
- 1.5.** To promote and hold interclub, intrastate and international matches, tournaments and competitions.
- 1.6.** To provide and maintain grounds, playing fields, materials, equipment and other facilities for Football in the region either directly or indirectly through cooperation with local governments in the region.
- 1.7.** Promote the health and safety of Members and all other participants in Football in the region.
- 1.8.** To take all reasonable steps to ensure that discrimination or distinction does not occur among Football participations on any grounds regulated under any Equal Opportunity Law.
- 1.9.** To do all things as the Association may consider of benefit to football and its members
- 1.10.** To ensure that the assets and income of the Association shall be applied solely towards the promotion or income may not be paid or otherwise distributed directly or indirectly to members of the Association, except in good faith in the promotion of that object.

Section Two - Membership

2.1 Categories of Members

- (a) Clubs, which subject to this constitution, shall be represented by a Delegate, and who shall have the right to receive notice of General meetings and to be present, debate and vote on behalf of the Club at Delegate General Meetings;
- (b) Life Members, who subject to this constitution, shall have the right to receive notice of Delegate General meetings and to be present and to debate at General meetings, but shall have no voting rights;
- (c) Associate members, who subject to this constitution, shall have the right to receive notice of Delegate General meetings and to be present and to debate at Delegate General meetings but not to vote at General meetings.
- (d) Executive members, who subject to this constitution, shall have the right to receive notice of both Delegate and Executive General Meetings and to be present and to debate at such meetings and vote.

2.2 Requirements for application for membership or re-affiliation:

- (a) To be eligible as a member an individual or club on application must agree to be bound by:
 - This Constitution;
 - The Rules of Competition, Competition Management Documents
 - The By-Laws;
 - Regulations and policies set out by Football West the Member Federation of Western Australia
- (b) To be, or remain, eligible for membership, a Club must be incorporated or in the process of incorporation. This process must be complete by the 30th June 2019 as per the requirements of the Associations Incorporations Act 2015, Football West and the Football Federation Australia.
- (c) Clubs must renew their membership (affiliation) at the Annual General Meeting every twelve months. Clubs must be financial to renew their membership with the Great Southern Soccer Association.
- (d) A Clubs application to be Affiliated must be accompanied by a copy of the applicant's constitution (which must be acceptable to the Association and must substantially conform to this Constitution) and the Club's Code of Conduct.

2.3 Membership applications

The Representatives of a club wishing to affiliate with the Great Southern Soccer Association:

- (a) Must apply in writing
- (b) Meet all the requirements set out in 3.2
- (c) Nominate a delegate to represent them at Association Meetings

In dealing with an application:

- (a) The Executive Committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (b) The Executive Committee may delay its consideration of an application if the Committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of its application.

2.4 An individual or club ceases to be a Member on

- (a) Resignation;
- (b) Death;
- (c) Becoming bankrupt or insolvent or making an arrangement composition or compromise with creditors of the person's joint or separate estate generally;
- (d) Becoming of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health;
- (e) The termination of their membership under this Constitution;
- (f) The expiry of their term of their membership

2.5 Life Members

- (a) Any persons who have rendered outstanding service to the Association may be declared a Life Member at the AGM on a vote of not less than two thirds of those present and entitled to vote. Only one vote per Member Club is allowed.
- (b) Nominations for Life Membership shall be lodged with the Association 28 days prior to the AGM.
- (c) Life Members shall be presented with a life member badge which entitles them to any Association fixture and all Association meetings, but with no voting power, unless the Life Member holds an Executive Position or is an officially recognised Delegate of a Club.

2.6 Affiliation Fee

- (a) The Annual Affiliation fee for Affiliate Members shall be decided by a quorum of Members at the AGM or Special General Meeting called for that purpose.
- (b) The Annual Affiliation Fee for Associate Members shall be at the discretion of the Executive.
- (c) The Payment of the Annual Affiliation Fee shall be on or before the first General Meeting after the AGM, being the first General Meeting of the new season.
- (d) Any Member failing to pay the Annual Affiliation fee by the date and time specified shall cease to be affiliated.

2.7. Eligibility to nominate on the Executive Committee

Under Section 39 of the Act, the following persons are not eligible to nominate:

- (a) a person who is bankrupt or is a person whose affairs are under insolvency laws;
- (b) a person who has been convicted within or outside the state, of –
 - and indictable offense in relation to the promotion, formation or management of a body corporate;
 - an offense involving fraud or dishonesty punishable by imprisonment for a period or not less than three months; or
 - an offense under Part 4 Division 3 or section 127 of the Act.

N.B Section 39 only applies to a person who have been convicted of the above offenses only for a period of five (5) years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

- (c) The Association Executive may not accept a nomination from such persons who have contravened any of the Association Rules and Laws, and a ruling has been made to bar them from nomination for a position on the Executive.
- (d) Any persons wishing to nominate for a position must be at least eighteen (18) years of age.

2.7 Register of Members

Act requirements Section 53, 53 (2), 54 and 56.

The Association shall keep and maintain a Register which shall be entered (as a minimum:

- (a) The Full name, address and date of entry to membership of each member club; and
- (b) The Full name, residential address and date of entry to membership of each life, executive and associate member; and
- (c) Where applicable the date of termination of membership of any club, life, executive and associate members.
- (d) Any Member who wishes to inspect the register of Members must contact the Secretary in writing, to make the necessary arrangements.

The Committee may require the member, to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association. The Committee is authorised to determine a reasonable charge for providing a copy of the register.

Section Three- Association Executive Structure and Role Descriptions

The Officers of the Association Executive shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Media Liaison
- Committee Members x five-seven (5-7)

Total members of at least ten (10) and a maximum of twelve (12)

- (a) The Association may allocate Assistant portfolios from the Committee or Affiliates as needed, such as Assistant Registrar or Secretary.
- (b) The President and the Registrar and two (2) committee members shall be elected on alternative years and will serve a period of two (2) years.
- (c) The Vice President, Secretary, Treasurer and remaining three (3) Committee Members will be elected on the other alternative years for a period of two (2) years.
- (d) The election to fill the positions of the Association Executive each year will be conducted at the Annual General Meeting.
- (e) All the Administrative powers of the Association, except when provided to the contrary and also with regard to Section Four "Powers of the Executive" shall be vested in the Association Executive, who shall meet as frequently as required to satisfactorily and correctly attend to the business of the Association.

3.1 President

The President shall preside at all meeting of the Association Executive and all other meeting at which the President's attendance may be required and shall see that the business is conducted in a proper manner and ensure that all business is carried out in a manner that abides by the Constitution. The President may, at his discretion, or at the request of five members of the Association Executive, call Special Meetings of the Association Executive.

At all meetings in case at any time there is an equality of votes, the President shall give a casting vote. In all other situations the President does not have voting power.

3.2 Vice President

The Vice President will assist the President in every manner possible and in the absence of the President from any meeting he shall preside and conduct the business and shall have the casting vote in the case of there being an equality of the vote.

3.3 Secretary

Has the following duties:

- (a) dealing with the Association's correspondence; and presenting an account at the Executive meeting.
- (b) preparing the agenda notices required for meetings and for the business to be conducted at meetings;
- (c) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (d) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (e) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (f) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (g) maintaining full and accurate minutes of committee meetings and general meetings;
- (h) carrying out any other duty given to the secretary under these rules or by the committee.

3.4 Treasurer

has the following duties:

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are deposited into the bank account of the Association, as directed by the committee;
- (c) shall present a statement of receipts and payments made up to the end of the previous month, at each general meeting of the Association Executive.
- (d) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (e) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (f) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (g) coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (i) in conjunction with the Registrar/Assistant Registrar shall determine that all members have paid all relevant affiliation and player registration fees by the date as set by the Executive or the By-Laws for the season, and any other additional fees that come about during the season by the date as set by the Executive or the By-Laws.

3.5 Registrar and Assistant Registrar

has the following duties:

- (a) keep a record of all players, the registration of players and transfer of players;
- (b) ensure that compliance with registration and match cards is maintained. All such forms (registration; transfer or others) must be signed by the Registrar or an appointee elected by the Executive;
- (c) collate, maintain and publish all results from fixtured matches including points allocated, goal scorers, fairest and best points and any other data deemed necessary by the Committee;
- (d) maintain correct and accurate records of all player misdemeanour and co-ordinate the P&D Board to meet when necessary, in accordance with the Association's by-laws;
- (e) shall, in collaboration with the Treasurer, confirm that each member has paid all relevant membership, Player Registration, and any other association fees by the due date as set by the Association;
- (f) organise and publish Fixtures for the season, inclusive of cup games, unless designated otherwise by the Executive;
- (g) Engage with the relevant bodies to ensure adequate resource is allocated to facilitate training and fixture matches for members.

3.6 Media Liaison

Duties include but not limited to:

- (a) Using media to promote and advance football in the Great Southern Region
- (b) Administering the social media accounts on behalf of the Great Southern Soccer Association
- (c) Write media releases as needed by events and as per season requirements
- (d) Create and maintain relationships with local media outlets to increase media coverage of football in the Great Southern
- (e) Develop social media to become a tool to gain new players and introduce them to football in the Great Southern
- (f) Develop of sense of community, personal achievement and pride in their game.

3.7 Executive Committee Members

Duties include but not limited to:

- (a) aim to fulfil the objects of the association; and
- (b) be available to be called upon to take on a specific portfolio/task according to their skills, talents or experience; and
- (c) must have a working knowledge of and uphold the GSSA Constitution, Rules of Competition and Competition Management, By -Laws and any other documents and our position as an association in Football West; and
- (d) undertake his/her position with a degree of care and diligence; and
- (e) always work to the advancement and growth of the game of Football in the Great Southern

Office bearers must also abide by the above items.

3.8 Obligations, rights and duties of Members (clubs)

- (a) Members (clubs) will have the power to run their affairs in accordance with this Constitution.
- (b) Members will meet with the Executive at regular intervals of not greater than three months.
- (c) Delegates that are nominated by a Club are considered the official communication of Association information. It is the responsibility of the club to ensure that they keep up to date with the affairs of the Association via their delegate.
- (d) Members will forward copies of the minutes of their own committee meetings at intervals of not greater than three months; to confirm important decisions made at Club level affecting the Association. This must be done by having the names of their members present and the result of the vote by those members.
- (e) All clubs following their AGM must furnish to the Association Secretary, names of their incoming Office Bearers. All contact details must be updated during the season if they change.
- (f) Agenda items for the Delegate's meetings must be forwarded to the Association Secretary no later than 7 days before that meeting. Any motions presented at that meeting must be presented in writing to the Secretary at that meeting.
- (g) Clubs may request to review the Associations records and documents by giving the Association Secretary fourteen (14) days prior notice in writing. The request must indicate which records the Member wishes to review and then a time a date will be arranged with the Member for the review to take place.

Section Four – Powers of the Executive

- 4.1** Subject to the Act and this Constitution, the business of the Association shall be managed, and the Powers of the Association shall be exercised, by the Executive. The Executive shall act in accordance with the Objects and shall operate for the benefit of the members and the community throughout the region.
- 4.2** Subject to the Associations Incorporation Act 2015 and this Constitution, the Association and in turn its Executive Committee has the power to suspend, dismiss or expel any Officer, Member of the Executive Committee or any other member or deal with as appropriate should any member contravene this constitution or By-Laws.
- 4.3** The Executive Committee powers are subject to this Constitution, Laws of the Game, the Rules of Competition, Competition Management and By-Laws and must defer to the Match Officials any authority and direction as defined by the above said documents during Association matches. Unless advising Match Officials on the application of the Great Southern Soccer Association Documents.

Section Five - General meetings of the Association

The Association holds the following meetings to conduct and manage the business of the Association. Following are the procedures and a guide for the association to conduct its business at all its meetings.

5.1 Notice of meetings

- (a) The secretary or, in the case of a special general meeting must give notice to each member:
- ii) At least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - iii) At least 14 days' notice of a general meeting in any other case. (b) The notice must:
 - i) Specify the date, time and place of the meeting; and
 - ii) Request the members to forward any agenda items of not less than seven (7) days before the meeting
 - iii) Following such request an agenda must then be forwarded of not less than two (2) days to the members prior to the meeting taking place.
 - iv) If the meeting is the Annual General Meeting, include the names of the members who have nominated for election to the committee; and
 - v) If a special resolution is proposed, set out the wording of the proposed resolution as required by section 51 (4) of the Act and state that the resolution is intended to be proposed as a special resolution

5.2 Standing order of business for General Meetings

- (a) The meeting will commence if a quorum is present, if after half an hour subsequent to the time fixed for a meeting no quorum is present, the meeting shall lapse and be rescheduled.
- (b) The Order of Business shall be:
 - i) Reading and confirmation of the minutes of the previous meeting
 - ii) Business arising out of the previous meeting
 - iii) Secretary's report including correspondence in/out
 - iv) Treasurer's report
 - v) Registrar's report
 - vi) Report's of Sub-Committees and or Affiliate/Associate Members
 - vii) General Business
- (c) To deal with matters of extreme urgency, the order of business may be altered by the President.
- (d) All items to be discussed under General Business must be forwarded to the Association Secretary no later than three (3) business days before the meeting so that it can be forwarded to the Executive Members.

5.3 Standard voting procedures

A motion is a proposal that is put forward before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes. It is best practice for motions to be placed on the agenda or communicated to the members prior to the meeting so that members have adequate time to consider them before the meeting. The procedure for putting forward and voting on a motion is as follows:

A member puts forward a clear and concise proposal (a motion) for a decision or action to the meeting.

- (a) A second person agrees to 'second' the motion. This is not a vote in favour of the motion but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses.
- (b) The Chairperson then opens debate on the motion, by asking if anyone wishes to support/speak against the motion? The mover of the motion can speak to the motion – outlining why he or she thinks the motion should be passed.
- (c) Alternatively, someone may propose an amendment to the original motion, which then can become a second motion.
- (d) The motion is read aloud and then vote on by the members
- (e) If the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes is known as an ordinary resolution.
- (f) The resolution is formally documented in the minutes along with the name of the mover and seconder. Along with information on how it will be implemented, by whom and by which date.
- (g) Generally, the chairperson does not put forward motions as they are primarily the facilitator of the meeting.

5.4 Special Resolutions

There are three occasions when the Act requires something more than a simple majority to pass a resolution

- a vote to amend the rules (or to change the name or objects) of the association;
- a vote to apply for voluntary cancellation; and
- a vote to amalgamate with another association.

Any of these require what is termed a special resolution, which needs a majority of 75% of eligible voters to pass.

5.5 Voting methods

When the Association needs to make decisions on a matter a vote needs to occur. Each member is entitled to one vote, excluding the chairman who may only vote when there is an equality of votes.

- show of hands: members vote by raising their hand. The chairperson calls for those in favour of the motion to raise their hand and a count is taken. The process is repeated for those voting against. The method is suitable for small meetings as counting can become difficult with large groups;
- Ballot: members indicate their vote in writing. This is generally used for very important matters (eg it is commonly used for the election of committee members) and when secrecy or confidentiality is required.

The Chairperson can then declare that a resolution has either been:

- (a) Carried; or
- (b) Carried unanimously; or
- (c) Carried by a majority; or
- (d) Lost

5.6 Proxies

- (a) A member if they have the right to vote may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (b) The member must advise the Secretary of this occurring seven days prior to the meeting taking place.
- (c) The Member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.

5.7 Minutes of Committee meetings

- (a) The Committee must ensure that the minutes are taken and kept of each committee meeting.
- (b) The minutes must record the following:
 - i. The names of the committee members present at the meeting;
 - ii. The name of any other person attending the meeting
 - iii. The business considered at the meeting
 - iv. Any motion on which a vote is taken at the meeting and the result of the vote
- (c) The minutes of each meeting must be confirmed as accurate at the next committee meeting

5.8 Annual General Meeting

- (a) The Annual General Meeting of the Association shall be held no later than the end of November of each year, or at a time and place to be advised by the Executive.
- (b) All Members (Clubs) must be represented at the AGM. Failure to attend will incur a fine of \$50.00 unless a leave of absence is requested and granted.
- (c) Ordinary business of the Annual General Meeting is as follows:
 - To confirm the minutes of the previous Annual General Meeting
 - To receive and consider the following:
 - i) President's report
 - ii) Treasurer's Report including
 - The financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - A copy of the report of the review of the Auditor's report on the financial statements or financial report.
 - iii) Registrar's Report
 - iv) Reports of Sub-Committees and or Associate Members
 - To elect the office holders of the Association and other-committee members;
 - To appoint or remove an auditor of the Association in accordance with the Act.
 - General Business

5.9 Special General Meetings

- (a) The Executive Committee or the President may convene a special general meeting either with just the Executive Committee or with the Committee and Members.
- (b) The intention of the meeting must be clearly stated for example the issue to be addressed and any motions intending to be raised.

- (c) If a majority of the members (80%) of the members (delegates/clubs) request that a special general meeting be held, they must:
 - i) Make the requirement by written notice to the Association secretary
 - ii) State in the notice the business to be considered at the meeting; and
 - iii) All must sign the notice.

The Secretary will consult the Committee as to whether the member's request is valid for a Special General Meeting or be added onto the Agenda at the next meeting.

5.10 General Meetings between the Members and the Executive

- (a) The Association Executive Committee will meet with the Delegates/Members must meet at least every three months; but generally, every two months in the off season and monthly during the season.
- (b) For a quorum to be met, two thirds of the members must be present. If within half an hour a quorum is not able to be reached, then the meeting shall lapse and be reconvened.
- (c) The order of business and items for discussion shall be as per the standard order of business set out in **5.2**

5.11 General Meetings of the Executive

- (a) The Association Executive Committee meetings are generally held monthly but must be held every three months.
- (b) For a quorum to be met, two thirds of the members must be present. If within half an hour a quorum is not able to be reached, then the meeting shall lapse and be reconvened.
- (c) The order of business and items for discussion shall be as per the standard order of business set out in **5.2**

Section Six – Financial Matters

6.1 Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

6.2 Income and Payments

- (a) All the Association's profits (if any), other income or property however derived, must be applied only to promote its objects.
- (b) None of the Association's profits or other income or property may not be paid or transferred to the Members, directly or indirectly, by any means.
- (c) Subject to article 7.3 article 2.2 does not prevent the payment in good faith to an office bearer or other individual rendering services to the Association.
 - (i) of remuneration for services to the Association
 - (ii) for services provided to the Association in order to promote its objects.
- (d) to purchase, lease, hire or otherwise acquire any relevant assets for the purposes of the Association for the running of the "game" and Association purposes under the GSSA Executive Committee Guidance.

6.3 Control of funds

- (a) which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (b) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (c) The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by 2 committee members.
- (e) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

6.4 Honorariums and other payments

- (a) The Association recognises that certain individuals who hold positions on the Executive Committee, including but not limited to the Treasurer, Registrar, Secretary (and Assistants) and the Referee Coordinator should receive an honorarium at the conclusion of each season.
- (b) An honorarium is an ex gratia payment, i.e. a payment made, to a person for his or her services in a volunteer capacity to the Association.
- (c) The amounts of such honorariums are detailed in the Finance By-Law and must be set at a Special General Meeting.

6.5 Financial statements and financial reports

- (a) The Association according to Section 77 of the Act, must keep financial records that;
- (b) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (c) Without limiting sub rule (a), those requirements include —
 - i) if the Association is a tier 1 association, the preparation of the financial statements; and ii) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - ii) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - iii) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial reports
- (d) The Auditor shall be selected at the Annual General Meeting, at a minimum the Auditor should be hold the qualifications as required by the Australian Tax Office, be a registered Tax Agent and perform the following duties:
 - i) Examine the financial records of the Association annually, for the year concluding on the 30th September
 - ii) Such audit shall be made no later than the end of November annually or earlier at the discretion of the Executive.
 - iii) Prepare a report for presentation to the AGM as to the financial position of the Association.
 - iv) On finding any deficiency in goods or money report the matter immediately to the Treasurer, who shall pass the findings to the Executive Committee.

Section Seven – General Matters

7.1 Executing documents and common seal

- (a) The Association may execute a document without using a common seal if the document is signed by
 - i) 2 committee members
 - ii) One committee member and a person authorised by the committee.

- (b) If the Association has a common seal –
 - i) the name of the Association must appear in legible characters on the common seal; and
 - ii) a document may only be sealed with the common seal by the authority of the committee in the presence of –
 - two (2) committee members; or
 - one committee members and a person authorised by the committee

They are required to all sign the document to attest that the document was sealed in their presence.

- (c) The secretary must make a written record of each use of the common seal.
- (d) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

7.2 By-Laws

The Association may by resolution at a general meeting, make, amend or revoke by-laws;

- (a) The Association may from time to time may By-Laws which in their opinion are necessary or desirable for the control, administration and management of the Associations' affairs and may amend, repeal and replace those By-Laws at a general meeting with the Association's members by means of voting.
- (b) Any By-Law must be:
 - (i) subject to this constitution;
 - (ii) must be consistent with this constitution; and
 - (iii) when is force, is binding on all members

Section Eight – Winding up

8.1 Wind up of Member Clubs

- (a) In the event of any club affiliated to the Association disbanding or voluntarily or otherwise proceeding into liquidation, the balance of the assets of such club, after discharge of all outstanding debts and liabilities shall be handed over to the Association are held in trust for a period of three (3) years.
- (b) If during the three years another club is formed with the same objects and name as the disbanded club, the said monies shall be transferred to that club upon re-affiliation with the Association.
- (c) However, if after three years has lapsed the said monies are unclaimed, they shall pass to the Association for the promotion of all or any of its objects, as decided by the Association.

8.2 Wind up of the Association

- (a) In the event of the Association voluntarily or otherwise, proceeding into liquidations, the balance of assets of the Association after discharge of all outstanding debts and liabilities, shall be handed over the Member Federation for Western Australia (Football West) to be held in trust for a period of three years.
- (b) If during this time, a body is formed having the same objects of the Association, the Administrative body, at its discretion hand over the amount held in trust with the accrued interest, to such a body whose receipt for the sum handed over shall be sufficient discharges to said Administrative body.
- (c) If in that period of three years, a body is not formed as described in 9.2 (b) then the funds may be distributed by the Administrative Body, in sponsoring such activities as shall be deemed to assist in the promotion of the sport of Football, within the area of the Great Southern.