

**Rules and Regulations of  
THE WARRNAMBOOL and DISTRICT FOOTBALL NETBALL LEAGUE  
INCORPORATED.**

**Associations Incorporation Reform Regulations 2012**

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## Model Rules for an Incorporated Association

### Note

The clubs and persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the League and its members.

### PART 1—PRELIMINARY

#### 1 Name

The name of the incorporated association is "**Warrnambool & District Football Netball League Incorporated**".

**Note:** Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

#### 2 Purposes

The purposes of the League are—

- (a) To promote, advance, foster, and cultivate the games of Australian Rules football and netball for the affiliated member clubs of the League.
- (b) To organise and carry on Australian Rules football and netball competitions which for the time being are for the affiliated member clubs of the League.
- (c) To carry on any activity or undertaking incidental to the conduct of Australian Football and Netball within the area which the league conducts Australian Rules football and Netball.
- (d) To provide personnel and mechanisms to oversee and administer directly or indirectly the aforementioned goals, objectives and any other purposes.
- (e) Endeavour to provide a safe, positive and socially responsible environment for the enjoyment of all affiliated clubs and their membership.

#### 3 Financial year

The financial year of the League is each period of 12 months ending on 31st October of each calendar year.

#### 4 Definitions

(1) In these Rules, unless the contrary intention appears—

**absolute majority**, of the Board, means a majority of the Board members currently holding office and entitled to vote at the time (as distinct from a majority of Board members present at a Board meeting);

**Associate member** means a member referred to in rule 14(4);

**Chairperson**, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 46;

**Board** means the authority vested in having management of the business of the League by appointment of the member clubs;

**Board meeting** means a meeting held in accordance with these Rules;

**Board member** means a member of the Board elected or appointed under Division 3 of Part 5;

**disciplinary appeal meeting** means a meeting of the members of the League convened under rule 23(3);

**disciplinary meeting** means a meeting of the Board convened for the purposes of rule 22;

**disciplinary sub Board** means the sub Board appointed under rule 20;

**financial year** means the 12 month period specified in rule 3;

**general meeting** means a general meeting of the members of the League convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and/or a disciplinary appeal meeting;

**League or WDFNL** means the incorporated body of the Warrnambool & District Football Netball League Incorporated;

**member** means a member club, duly appointed life member, officers of the League and ordinary Board Members;

**member entitled to vote** means a member who under rule 13(a) is entitled to vote at a general meeting;

**'ordinary member of the Board'** means a member of the **Board of Management** and who is not an officer of the association under rule 2;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

**the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

**the Registrar** means the Registrar of Incorporated Associations.

(2) In these rules a reference to the **Secretary of the League** is a reference:-

- (a) To a person holding office under these rules as the **Corporate Secretary** of the League;
- (b) The position of secretary may also be known as Manager, General Manager or Administration Manager or any such title as the Board decides from time to time.

## PART 2—POWERS OF ASSOCIATION

### 5 Powers of Association

- (1) The business of the League shall be managed by or under direction of the Board.
- (2) Subject to the Act, the League has power to do all things incidental or conducive to achieve its purposes.
- (3) Without limiting sub rule (2), the League may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;

- (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (4) The League may only exercise its powers and use its income and assets (including any surplus) for its purposes.
- (5) The Board may make rules and regulations pertaining to football and netball operations.

## **6 Not for profit organisation**

- (1) The League must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub rule (1) does not prevent the League from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member— if this is done in good faith on terms no more favourable than if the member was not a member.

**Note: (1)** The league may reimburse member clubs under rule 6 (2) (b) for the provision of game balls, venue hire, or incidentals for game day requirements approved by the Board and where appropriate to assist a member bring a venue to a standard required for the safety of players and attendees for the playing of finals.

**Note (2)** Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members.

Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership, Entry Fees and Affiliation**

#### **7 Minimum number of members**

The League must have at least 5 incorporated members.

#### **8 Membership**

An Incorporated Football Netball Club that has nominated for and has been approved for membership of the League will retain affiliation with the League. Incorporated clubs applying to join the League and who support the purposes is eligible for membership subject to approval of the Board and current members.

#### **9 Application for membership**

- (1) To apply to become a member of the League, a club must submit a written application to the Board stating the following:-
- (a) wishes to become a member of the League; and
  - (b) supports the purposes of the League; and

- (c) agrees to comply with these Rules.
- (2) The application— (Appendix 1).
  - (a) must be signed by the applicant Chairperson and Secretary; and
  - (b) may be accompanied by the joining fee.

**Note:** The joining fee is the fee (if any) determined by the Association under rule 12(3).

## **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution after consultation with current members whether to accept or reject the application.
- (2) For admittance to the League an applicant club must receive 75% of the current Membership, voting in the affirmative.
- (3) The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (4) If the Board rejects the application, it must return any money accompanying the application to the applicant.
- (5) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved by the Board—
  - (a) the resolution to accept the membership must be recorded in the minutes of the Board meeting; and
  - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A Club becomes a member of the League and, subject to rule 13(2), is entitled to exercise their rights of membership from the date, whichever is the later, on which—
  - (a) the Board approves the Club's membership; or
  - (b) the Club pays the joining fee.

## **12 Annual subscription and fee on joining**

- (1) At each annual general meeting, the League shall determine—
  - (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date for payment of the annual subscription.
- (2) The League may determine that a lower annual subscription is payable by associate members.
- (3) The League may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (a) the full annual subscription; or
  - (b) a pro rata annual subscription based on the remaining part of the financial year; or

- (c) a fixed amount determined from time to time by the League.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date is suspended until the subscription is paid.

### **13 General rights of members**

- (1) A member of the League who is entitled to vote has the right—
  - (a) to appoint two delegates of the incorporated member Club, who shall be eligible to represent the club at general meetings of the League and exercise the voting rights on behalf of their club.
  - (b) Member clubs shall have only one vote per motion at meetings in which they are entitled to vote.
  - (c) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (d) to submit items of business for consideration at a general meeting; and
  - (e) to attend and be heard at general meetings; and
  - (f) to vote at a general meeting; and
  - (g) to have access to the minutes of general meetings and other documents of the League as provided under rule 75; and
  - (h) to inspect the register of members.
- (2) A member is entitled to vote if—
  - (a) the member is a member other than an associate member; and
  - (b) more than 10 business days have passed since becoming a member of the League; and
  - (c) the member's membership rights are not suspended for any reason.

### **14 Associate & Life Members**

- (1) Associate members of the League include—
  - (a) any members under the age of 15 years; and
  - (b) any other category of members as determined by special resolution at a general meeting.
- (2) An Associate member must not vote but may have other rights as determined by the Board or by resolution at a general meeting.
- (4) Life Members include-
 

Any person whom the Board and member clubs at a general meeting declare to have rendered outstanding service to the League may be recommended for life membership of the League and may be so elected to life membership of the League according to the following processes—

  - (a) Nominations to be received 14 days prior to the Annual General Meeting as a notice of business for the Annual General Meeting
  - (b) Nominator must present in detail the services provided to the WDFNL by the

nominated person as per the League's current Rules of Competition.

- (c) Nomination must be presented to a Board meeting for ratification prior to presentation to the Annual General Meeting .
- (d) The acceptance of the nomination to a Life Membership will be conducted at the annual general meeting and be voted upon by the member club Delegates.
- (e) The Chairperson of the WDFNL will have a casting vote in the case of a tied vote.
- (f) If successful, new Life Members will receive a Life Membership at the next WDFNL Presentation night.
- (g) Life Members will be entitled to a pass to all WDFNL Home and Away Matches and finals,
- (h) Duly appointed Life Members of the League can speak at general meetings of the League but shall have no voting rights unless they are an elected member of the Board of Management or appointed club delegate.

#### **15 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

#### **16 Ceasing membership**

- (1) The membership of a member club, or person ceases on resignation, expulsion or death.
- (2) If a member club or person ceases to be a member of the League, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

#### **17 Resigning as a member**

- (1) A member may resign by notice in writing given to the League.

**Note:** Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the Board.

- (2) A member club is taken to have resigned if—
  - (a) the member's clubs annual subscription is more than 12 months in arrears; **or**
  - (b) where no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

#### **18 Register of members**

- (1) The Secretary must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member



- (iv) if the member is an associate member or Life Member, a note to that effect;
- (v) any other information determined by the Board; and
- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note:** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2—Disciplinary action**

### **19 Grounds for taking disciplinary action**

The League may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the League; or
- (c) has engaged in conduct prejudicial to the League.

### **20 Disciplinary sub Board**

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary sub Board to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary sub Board—
  - (a) may be Board members, members of the League or anyone else; but
  - (b) must not be biased against, or in favour of, the member concerned.
- (3) A member brought before the sub board for a disciplinary hearing is entitled to representation by an advocate, such person shall not be a member of the legal profession or having expertise at law. This rule will apply to all discipline or grievance process hearings involving the cited member.

### **21 Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the League proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary sub Board intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary sub Board at that meeting;

- (ii) give a written statement to the disciplinary sub Board at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **22 Decision of sub Board**

- (1) At the disciplinary meeting, the disciplinary sub Board must—
- (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with sub rule (1), the disciplinary sub Board may—
- (a) take no further action against the member; or
  - (b) subject to sub rule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the League.
- (3) The disciplinary sub Board may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary sub Board under this rule takes effect immediately after the vote is passed.

## **23 Appeal rights**

- (1) A member whose membership rights have been suspended or who has been expelled from the League under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
- (a) to the disciplinary sub Board immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a member has given notice under sub rule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the League who is entitled to vote as soon as practicable and must—
- (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the member against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or

revoked.

**24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Board must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the member whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with sub rule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

**Division 3—Grievance procedure**

**25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Board;
  - (c) a member and the League.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

**26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

**27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between them within the time required by rule 26 the parties must within 10 days—
  - (a) notify the Board of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member, a person

- appointed by the Board; or
  - (ii) if the dispute is between a member and the Board or the League, a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the League but in any case must not be a person who—
- (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
- (a) give each party 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 throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

### **30 Annual general meetings**

- (1) The Board must convene an annual general meeting of the League to be held within 5 months after the end of each financial year
- (2) Despite sub rule (1), the League may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Board may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
- (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Board on the activities of the League during the preceding financial year; and
    - (ii) the financial statements of the League for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
  - (c) to appoint an Auditor (if required by the act) who shall be a registered Company auditor for the ensuing financial year
  - (d) to elect the members of the Board;
  - (e) to confirm or vary the amounts (if any) of the annual subscription and joining fee.

- (f) to confirm or vary the amounts of the financial budget presented for the ensuing year
  - (g) to determine Life Membership nominations.
  - (h) to determine or vary the League home and away admission charges.
  - (i) To consider and adopt the annual Board honorarium payments.
  - (j) To determine affiliation with AFL Victoria Country, Netball Victoria or organisations assisting to achieve WDFNL purposes.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.
  - (6) Elected Members to the Board do not take office until the conclusion of the Annual General Meeting at which they are elected.

### **31 Special general meetings**

- (1) Any general meeting of the League, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

**Note:** General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

### **32 Special general meeting held at request of members**

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with sub rule (2) by at least 25% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting and;
  - (d) be given to the Secretary.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made; the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under sub rule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The League must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

### **33 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3),

the members convening the meeting) must give to each member club of the League—

- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

**Note:** Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

### **34 Proxies**

- (1) A member club may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member club making the appointment.
- (3) The member club appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy may vote on behalf of the member club in any matter as he or she sees fit.
- (4) If the Board has approved a form for the appointment of a proxy, the member club may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member club.
- (5) Notice of a general meeting given to a member under rule 33 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the League no later than 24 hours before the commencement of the meeting.

### **35 Use of technology**

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

- (2) For the purposes of this Part, a member participating in a general meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **36 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of member clubs is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of one quarter of the member clubs entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (a) in the case of a meeting convened by, or at the request of, members under rule 32, the meeting must be dissolved;

**Note:** If a meeting convened by, or at the request of, members is dissolved under this sub rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
- (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37 Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub rule (1), a meeting may be adjourned—
- (a) if there is insufficient time to deal with the business at hand; or
- (b) to give the members more time to consider an item of business.

**Example:** The members may wish to have more time to examine the financial statements submitted by the Board at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 32.

### **38 Voting at general meeting**

- (1) On any question arising at a general meeting—

- (a) subject to sub rule (3), each member who is entitled to vote has one vote; and
  - (b) members may vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
  - (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
  - (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 23.

### **39 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

**Note:** In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a Board member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **40 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—
 and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **41 Minutes of general meeting**

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—



- (a) the names of the members attending the meeting; and
- (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
- (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); **and**
- (d) the certificate signed by two Board members certifying that the financial statements give a true and fair view of the financial position and performance of the League; **and**
- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that is required under the Act.

## **PART 5—Board**

### **Division 1—Powers of Board**

#### **42 Role and powers**

- (1) The business of the League must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the League except those powers that these Rules or the Act require to be exercised by general meetings of the members of the League.
- (3) The Board may—
  - (a) appoint and remove staff;
  - (b) establish sub Boards consisting of members with roles and responsibilities it considers appropriate for the task required.
  - (c) co-opt consultants or persons of expertise for a particular project and for a limited time, such person or persons shall attend Board Meetings but have no vote.
- (4) The Board may make or amend by-laws and rules for the operation of all local football and netball activities.

#### **43 Delegation**

- (1) The Board may delegate to a member of the Board, a sub board or staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

### **Division 2—Composition of Board and duties of members**

#### **44 Composition of Board**

The Board consists of—

- (a) a Chairperson; and
- (b) a Deputy Chairperson;

- (c) a Chairperson of Netball; and
- (d) 4 ordinary members elected under rule 53;

#### 45 **General Duties**

- (1) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.
- (2) The Board is collectively responsible for ensuring that the League complies with the Act and that individual members of the Board comply with these Rules.
- (3) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the League; and
  - (b) for a proper purpose.
- (5) Board members and former Board members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position-- so as to gain an advantage for themselves or any other person or to cause detriment to the League.

**Note:** See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

#### 46 **Chairperson/Deputy Chairperson, Chairperson of Netball**

- (1) Subject to sub rule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any Board meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a Board meeting- a Board member elected by the other Board members present.

#### 47 **Secretary**

The Board shall appoint a General Manager (employee) to carry out the duties of the Secretary as follows-

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example:** Under the Act, the secretary of an incorporated association is responsible for lodging documents of the League with the Registrar *and is the Public Officer of the Board.*

- (2) The Secretary must—
  - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the League and, except for the financial records referred to in rule 70(3), all books, documents and securities of the League in accordance with rules 72 and 75; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **48 Treasurer**

The Board shall appoint a General Manager (employee) to carry out the duties of the Treasurer as follows-

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the League and issue receipts for those moneys in the name of the League; and
  - (b) ensure that all moneys received are paid into the account of the League within 5 working days after receipt; and
  - (c) make any payments authorised by the Board or by a general meeting of the League from the League's funds; and
  - (d) ensure cheques are signed by at least 2 Board members.
- (2) The Treasurer must—
  - (a) ensure that the financial records of the League are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the League and their certification by the Board prior to their submission to the Annual General Meeting of the League.
- (3) The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the League.

#### **Division 3—Election of Board members and tenure of office**

#### **49 Who is eligible to be a Board member**

A person is eligible to be elected or appointed as a Board member if the person—

- (a) is 18 years or over; **and**
- (b) is independent and not currently holding a governance position with a member club.
- (c) Nothing in the foregoing paragraph shall operate to prevent a person holding office with an affiliated Club from offering his/her services for election as a Board member of the League provided that immediately upon election he/she resigns his/her office with the affiliated Club.

**50 Positions to be declared vacant**

- (1) This rule applies to—
  - (a) the first annual general meeting of the League after its incorporation; or
  - (b) any subsequent annual general meeting of the League, after the annual report and financial statements of the League have been received.
- (2) The Chairperson of the meeting must declare the expired positions on the Board vacant and hold elections for those positions in accordance with rules 50 to 53.
- (3) After Board Members have been elected by member clubs, four of the elected Board Members shall hold office for a two-year period and the remaining Board Members will hold office for a one-year period.
- (4) Retiring Board Members by reason of time expiration are eligible for re-election.

**51 Nominations**

- (1) Prior to election to the Board, nominations must be advertised to member clubs for nominees as per rule 51 (2).
  - (a) the Board shall consist of 7 members.
- (2) A nominee must be an eligible as required by rule 49 (a) (b) —
  - (a) is nominated for election to the Board in writing on the prescribed form (Appendix 2), signed by two member clubs and the nominee; and
  - (b) delivered to the Secretary of the League not less than 14 days before the date fixed for holding the Annual General Meeting.
  - (c) If nominations exceed the number of vacancies to be filled, a ballot shall be held
  - (d) If insufficient nominations are received to fill vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

**52 Election of Chairperson etc.**

- (1) At conclusion of the annual general meeting, the elected Board shall meet and elect the following positions—
  - (a) Chairperson;
  - (b) Deputy Chairperson
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new Chairperson shall take over as Chairperson of the Board for the ensuing year.
- (5) A Chairperson shall vacate the position after two years but is eligible to renominate for Board Membership and if elected, can be re-elected as Chairperson.

### 53 Election of Board members

- (1) A single election may be held to fill all of those positions up for election.
- (2) If the number of members nominated for the position of ordinary Board member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (3) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

### 54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
  - (a) each member present in person; and
  - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.

**Example:** If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers— one for the member and one each for the other members

- (7) If the ballot is for more than one position—
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with sub rule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under sub Rule 10 because 2 or more candidates received the same number of votes the returning officer must—
  - (a) conduct a further election for the position in accordance with sub rules (4) to (10) to decide which of those candidates is to be elected; **or**
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

**Example:** The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

**55 Term of office**

- (1) Subject to sub rule (3) and rule 56, a Board member holds office until his or her term of office on the Board has expired and declared vacant at the next annual general meeting.
- (2) A Board member may be re-elected.
- (3) A general meeting of the League may—
  - (a) by special resolution remove a Board member from office; and
  - (b) elect an eligible member of the League to fill the vacant position in accordance with this rule.
- (4) A member who is the subject of a proposed special resolution under sub rule (3)(a) may make representations in writing to the Secretary or Chairperson of the League (not exceeding a reasonable length) and may request that the representations be provided to the members of the League.
- (5) The Secretary or the Chairperson may give a copy of the representations to each member of the League or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

**56 Vacation of office**

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he or she—
  - (a) ceases to be eligible under Rule 49; or
  - (b) fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 67; or
  - (c) otherwise ceases to be a Board member by operation of section 78 of the Act.

**57 Filling casual vacancies**

- (1) The Board may appoint an eligible member of the League to fill a position on the Board that—
  - (a) has become vacant under rule 56; or
  - (b) was not filled by election at the last annual general meeting.
  - (c) such appointment by the Board shall be for the unexpired term of the vacancy on the Board.
- (2) If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Board member appointed by the Board under sub rule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

**Division 4—Meetings of Board****58 Meetings of Board**

- (1) The Board must meet at least 4 times in each year at the dates, times and places determined by the Board.

- (2) The date, time and place of the first Board meeting must be determined by the members of the Board as soon as practicable after the annual general meeting of the League at which the members of the Board were elected.
- (3) Special Board meetings may be convened by the Chairperson or by any 4 members of the Board.

**59 Notice of meetings**

- (1) Notice of each Board meeting must be given to each Board member no later than 14 days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

**60 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

**61 Procedure and order of business**

- (1) The procedure to be followed at a meeting of the Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

**62 Use of technology**

- (1) A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board member participating in a Board meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**63 Quorum**

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under rule 62) of a majority of the Board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting—

- (a) in the case of a special meeting—the meeting lapses;
- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

#### **64 Voting**

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
- (3) Sub rule (2) does not apply to any motion or question that is required by these rules by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

#### **65 Conflict of interest**

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

Note: Under section 81(3) of the Act, if there are insufficient Board members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.
- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the League is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the League.

#### **66 Minutes of meeting**

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 65.

#### **67 Leave of absence**

- (1) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it



was not feasible for the Board member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

### **68 Source of funds**

- (1) The funds of the League may be derived from joining fees, annual subscriptions, donations, fund-raising activities, sponsorship, grants, entrance fees, levies, fines, interest and any other sources approved by the Board.
- (2) Levies / Fines / Payment Conditions
  - (a) The League shall have the power to impose such levies or fines it considers appropriate in furtherance of the League's objectives.
  - (b) Such levies or fines shall be payable by member clubs within twenty one days of the date of invoice for such levy or fine.
  - (c) If the member club fails to pay the levy or fine within the specified time then the Board may double the fine and the member club will have a further seven days to pay the total penalty.
  - (d) If the member club fails to pay the fine within another seven days that club will be deemed un-financial and suspended from competition until such time as the fines are paid in full.

### **69 Management of funds**

- (1) The League must open an account with a financial institution from which all expenditure of the League is made and into which all of the League's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the League, the Board may approve expenditure on behalf of the League.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the League (Including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Board members.
- (5) All funds of the League must be deposited into the financial account of the League no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **70 Financial records**

- (1) The League must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.

- (2) The League must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Board.

**71 Financial statements**

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the League are met.
- (2) Without limiting sub rule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Board;
  - (d) the submission of the financial statements to the annual general meeting of the League;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

**PART 7—GENERAL MATTERS**

**72 Common seal**

- (1) The League may have a common seal.
- (2) If the League has a common seal—
  - (a) the name of the League must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two Board members;
  - (c) the common seal must be kept in the custody of the Secretary.

**73 Registered address**

The registered address of the League is—

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address—the postal address of the Secretary.

**74 Notice requirements**

- (1) Any notice required to be given to a member or a Board member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.

- (2) Sub rule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the League or the Board may be given—
  - (a) by handing the notice to a member of the Board; **or**
  - (b) by sending the notice by post to the registered address; **or**
  - (c) by leaving the notice at the registered address; **or**
  - (d) if the Board determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the League or the Secretary; **or**
    - (ii) by facsimile transmission to the facsimile number of the League.

## **75 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to sub rule (2), the financial records, books, securities and any other relevant document of the League, including minutes of Board meetings.

**Note:** See note following rule 18 for details of access to the register of members.

- (2) The Board may refuse to permit a member to inspect records of the League that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the League.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to sub rule (2), a member may make a copy of any of the other records of the League referred to in this rule and the League may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—
 

**relevant documents** means the records and other documents, however compiled, recorded or stored, that relates to the incorporation and management of the League and includes the following—

  - (a) its membership records;
  - (b) its financial statements;
  - (c) its financial records;
  - (d) records and documents relating to transactions, dealings, business or property of the League.

## **76 Winding up and cancellation**

- (1) The League may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the League, the surplus assets of the League must not be distributed to any members or former members of the League.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus

assets must be given to a body that has similar purposes to the League and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

**77 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the League.

**Note:** An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the League is taken to have adopted its own rules, not the model rules.



**APPENDIX 1**

**APPLICATION FOR MEMBERSHIP OF THE  
WARRNAMBOOL & DISTRICT FOOTBALL NETBALL LEAGUE Inc. A0004616E**

I, \_\_\_\_\_ (Full name of Club)

Situated at \_\_\_\_\_ (address)

desire to become affiliated with the Warrnambool & District Football Netball League A0004616E

In the event of the Club’s admission as a member, the Club agrees to be bound by the Rules of the League for the time being in force.

Signature of Club Representative \_\_\_\_\_

Position held by Club Representative \_\_\_\_\_

Date : \_\_\_\_\_

I, \_\_\_\_\_ (name) a member of the League to nominate the Club,

\_\_\_\_\_

Signature of Proposer

\_\_\_\_\_

Position in Club

Club \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_ (name) a member of the League to second the

Nomination of the Club.

\_\_\_\_\_

Signature of Seconder

\_\_\_\_\_

Position in Club

Club \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 2

### BOARD NOMINATION FORM

**WARRNAMBOOL & DISTRICT FOOTBALL NETBALL LEAGUE Inc. A0004616E**

I \_\_\_\_\_ hereby nominate for a position on the  
Board of the Warrnambool & District Football Netball League Incorporated A0004616E

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Club \_\_\_\_\_

(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seconded by \_\_\_\_\_

Club \_\_\_\_\_

(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nominator and Seconder must be a financial member of a WDFNL Club.