

Killarney Vale Australian Football Club Inc  
**BY-LAWS**

Definitions

'Committee' includes the executive.

**1. Officials**

- 1.1 The executive shall appoint the public officer.
- 1.2 The Senior football committee shall appoint the licensee for the club's function licence.
- 1.3 Subject to by-law 9.1 the appointment of all officials and persons in positions of responsibility must be approved by the executive.

**2. Meetings**

- 2.1 Each committee, including the executive shall meet at least once per calendar month.
- 2.2 The president, chairman, or a majority of a committee may call a meeting of their committee so long as at least 48 hours notice of any such meeting is given to it's members.
- 2.3 Members of the executive may attend any meeting of the club.
- 2.4 A copy of the minutes of each committee, including the executive, must be circulated to each other committee within 14 days of their subject meeting.

**3. Finance**

- 3.1 Each committee will open a bank account in the club's name with the respective committee as a sub title.
- 3.2 The signatories to each will be the respective chairman, secretary and treasurer with either the President, Administration Manager and/or Financial Director of the Executive to counter sign.
- 3.3 Each sub committee shall submit a budget to the Executive by 1 December for approval.
- 3.4 Any item of expenditure outside the budget must first be approved by the executive committee.
- 3.5 All items purchased must first receive an order number from the Financial Director.
- 3.6 Any item of expenditure in excess of \$500 must first be approved by the executive committee.
- 3.7 Both the senior and junior committees of the club shall contribute to the operation of the 'club', upkeep and maintenance of the clubrooms and any ancillary equipment or facilities. The junior committee shall contribute using the following formula:
  - a.
    - o Ground maintenance - 50%
    - o Clubhouse insurance - 50%

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|                         |   |                  |
|-------------------------|---|------------------|
| ○ Cleaning              | - | 15%              |
| ○ Electricity           | - | 15%              |
| ○ Repairs & maintenance | - | 15%              |
| ○ Security              | - | 15%              |
| ○ Advertising           | - | 15%              |
| ○ Telephone             | - | 15%              |
| ○ Licences & fees       | - | 15%              |
| ○ Internet/web          | - | 15%              |
| ○ Any other             | - | to be negotiated |

Any such contribution shall be paid to the treasurer of the senior committee upon request.

- 3.8 The Executive shall set the registration fees of and any benefits for payers and members they may receive upon the payment of such fees.

#### **4. Keys to the clubrooms**

Key holders to the clubrooms shall be determined by the Executive and the secretary of each committee shall keep a list of who holds such keys.

#### **5. Club use**

- 5.1 Any usage of the clubrooms must be recorded in a diary kept at the clubrooms for that purpose. Any priority will be by 'a first in first served basis'
- 5.2 Any user must complete a copy of a 'Hall hire Agreement' and abide by the conditions thereon.
- 5.3 Any money raised through the hire of the premises shall be put towards the upkeep and maintenance of the clubrooms.
- 5.4 If a user is an incorporated body they must provide a copy of their public risk policy.
- 5.5 Hire fees will be determined by the executive.
- 5.6 Any club member who desires to utilise any chairs, tables or other equipment must pay a fee of \$50 together with a bond of \$50.

#### **6. Ground Signage**

- 6.1 The club is encouraged to obtain ground signage which can be displayed on the fence which surrounds the ground.
- 6.2 Such signage will be sold at \$500 per 3 metre panel per year for in a package of a three year package, totalling \$1500.
- 6.3 The club will not be responsible for erection, repair or damaged to any sign or the replacement of any damaged, removed or stolen sign nor the refunding of

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- any fees or costs incurred for the erection of such sign
- 6.4 Should any person or group wish to erect a sign on the clubrooms it should be of a discreet nature so not as to conflict with the nature of the clubrooms. The cost for

### **7. Trophies**

- 7.1 The senior club will present the following trophies each year. (list to be attached)
- 7.2 The junior club will present the following trophies each year. (list to be attached)

### **8. Players to play in their Grade**

No player shall arbitrarily forfeit their position in a tea for a player of lower grade.

### **9. Coaches**

- 9.1 The Executive shall appoint all coaches in the club.
- 9.2 All coaches must complete a Working With Children Check prior to the commencement of the season.

### **10. Miscellaneous**

Any written material, in print or electronic format including letters, newsletters, news releases, pamphlets, brochures or anything that represents the club shall first be authorised by a respective committee and any final copy ratified by the respective committee chairman.

### **11. Amendments**

These by laws may be amended by a simple majority of the Executive, effective immediately.