

DRAFT

FOOTBALL BRISBANE INCORPORATED

CONSTITUTION

NOTE

Members are reminded that for ease of comparison/reference the numbering of clauses in the attached document is the same as in the original document. After the review process has been decided and the members have voted on format and content, the proposed constitution will be renumbered according to the decisions made.

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1 NAME

The name of the Association is Football Brisbane Incorporated.

2 COLOURS AND LOGO

The colours and logo of the association will be based on blue and silver in such configurations as determined by the zone council.

36 COMMON SEAL

- 36.1 The zone council shall ensure that the association has a common seal.
- 36.2 Safe Keeping and Use
 - The common seal shall be:
 - a) kept secure by zone council, and

- b) used only under authority of zone council

36.3 **INSTRUMENTS**

Each instrument to which the common seal is attached shall be signed by the President/Chair of the zone council and countersigned by the following:

- a) a zone executive councillor
- b) a zone councillor, or
- c) a person authorised by the zone council for that purpose.

3 **OBJECTS/OPERATIONS**

The objects of the association are to:

- e) administer football within the zone
- b) foster development of football within the zone
- c) conduct competitions within the zone
- d) supervise teams representing the zone
- a) deliver National, State and Zone development programmes
- h) manage budgets and expenditures for all aspects of football within the zone
- g) charge and collect fees and levies on behalf of FQ and FFA from registered participants and others involved in football within the zone
- i) charge and collect zone fees and levies from registered participants and others involved in football within the zone
-) maintain registers of ordinary and individual members, and
-) maintain an assets register

9 **PATRONS**

The zone council may appoint and remove patrons of the association who shall be

- a) entitled to receive notice of all general meetings
- b) entitled to attend and speak at all general meetings, and
- c) shall not be entitled to vote at any general meeting.

42 **FINANCIAL YEAR**

The financial year of the association shall close on the 30th September in each year.

7.1 **COMPLIANCE AND CO-OPERATION**

The association shall:

- a) comply with and do anything within its power to enforce compliance with the laws of the game, the associations constitution and by-laws and the applicable Statutes and Regulations
- b) co-operate with Football Queensland Ltd in all matters relating to football in general within the state, and
- c) co-operate with integration of other forms of Football at the appropriate time and in a manner which ensures mutual benefits for football as a whole.

6 **OBLIGATIONS**

- a/b) the association shall
 - i) amend this constitution and by-laws to promptly adopt any changes in the constitution and by-laws of FQ to the extent that they are applicable to the Association, and
 - ii) not otherwise amend this constitution or any of the Association by-laws in contravention of those of FQ or FFA
-) in this clause the reference to changes to by-laws includes additional or replacement by-laws

7.2 **REFERRAL OF DISPUTES**

- a) the association shall not, subject to its obligations at law, refer disputes relating to football to a court of law
- b) the association shall use its best endeavours to ensure that all persons and organisations affiliated with it do not refer to disputes relating to a court of law.

35 **DOCUMENTS**

The zone council shall ensure the safe custody of books, documents, instruments of title and securities of association.

37.2 Methods of service to the member

The association may give a document to a member:

- a) personally
- b) by sending it by post (with the return address of the association appearing on the front of the envelope) to the address for the member in the register or to an alternative address nominated by the member, or
- c) by sending it to a fax number or electronic address nominated by the member

Delivery of the document is taken to be effected within forty-eight (48) hours of its transmission.

37.3 Methods of service to the association

A member may give a document to the association by:

- a) delivering it to the registered office
- b) sending it by post to the registered office, or
- c) sending it to a fax number or electronic address nominated by the association

FUNDS AND ACCOUNTS

- 41
- a) The associations treasurer, or other authorised officer, shall keep the Associations books and financial records as required by the act.
 - b) the funds of the association shall be kept in an account or accounts in the name of the association with a financial institution decided by the zone council.
 - c) records and accounts shall be kept in the English language showing full and accurate particulars of the financial affairs of the association.
 - d) all receipts shall be deposited in the financial institution account or accounts as soon as practicable after receipt
 - e) payments of under \$200 may be made from a petty cash account kept on the imprest system
 - f) payments of over \$200 shall be paid by cheque or electronic funds transfer
 - j) the zone council shall determine the amount of petty cash which shall be kept on the imprest system
 - g) all cheques all be signed by any two (2) of the following:
 - i) President/Chair
 - ii) secretary
 - iii) treasurer
 - iv) other person or persons authorised by the zone council for the purpose
 - h) prior to being initiated, all electronic funds transferred shall be authorised by two (2) of the following:
 - i) President/Chair
 - ii) secretary
 - iii) treasurer
 - iv) other person or persons authorised by the zone council for the purpose
 - i) cheques shall be crossed 'not negotiable' except those in payment for wages, allowances for petty cash recoupment which may be open
 - k) all budgets shall be approved or ratified at a zone council meeting
 - l) as soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of the income and expenditure for that financial year
 - o) the income and property of the association shall be used solely in promoting the associations objects and exercising the associations powers.

ZONE BOUNDARIES

- 4
- a) the boundaries of the zone shall be the area defined in the by-laws under the direction from time to time of FQ

ZONE STRUCTURE

- a) Clubs are:
 - i) ordinary voting members of the association, and
 - ii) shall be entitled to enter teams in each of the playing sectors

- b) Sectors within the Brisbane zone are:
 - i) men's senior
 - ii) women's senior
 - iii) juniors
 - iv) referees

- v) any other area accepted from time to time by the association which shall each be represented by a standing committee

- c) Standing committees for each sector

- d) Zone council which is comprised of:
 - i) Zone executive councillors, and
 - ii) councillors who are the Chairs of the standing committees

-) Honorary committees which shall:
 - i) fulfil the duties required of them by the zone council

- e) Zone Administrative Department which shall:
 - i) carry out and/or supervise the general administration of the zone

MEMBERSHIP

- 8 The membership of the association shall consist of:
- a) clubs (ordinary/voting members)
 - h) standing committee members
 - i) Zone executive councillors
 -) Honorary committee members
 - b) life members

8.2a/8.9

Ordinary/voting members are the football clubs allocated to the Brisbane zone who shall:

- a) be bound by this constitution and the by-laws and rules of the association as by a contract between each member and the association
- b) the right to receive minutes of each zone council or general meeting of the association within fourteen (14) days of such meetings
-) have the right to vote for zone executive councillors when elections are Called
- c) have the right, at an AGM or EGM, to amend, repeal or add to this

constitution by a special resolution, subject to the associations act 1981 (the act)

-) have the right, at a AGM or EGM to amend, repeal or add to the By-laws of the association
-) have the right to vote on resolutions put to a general meeting on matters relating to the conduct of the association, and
-) be counted in a quorum at general meetings

8.4 Admission of Ordinary/Voting members

- b) every club shall initially apply in such form and manner as prescribed by the association
- c) on receipt by the secretary of the signed application and subscription fee (if imposed), the zone council shall consider the application and decide if the applicant should be admitted to membership
-) of particular consideration shall be the name proposed for the club which shall not be in conflict with the zone or another ordinary/voting member and which shall apply to all teams of the club in each of the sectors in which the club is involved
- d) such applicants as may be admitted to membership in accordance with this clause shall be entered into the register of members and shall become ordinary/voting members of the association unless and until such membership is terminated by virtue of the disbandment of the club or of any of the powers contained in this constitution.

8.7 Rights of appeal against Rejection or Termination

-) Ordinary/voting members whose application for membership has been rejected, or whose membership has been terminated, may appeal
- a) within fourteen (14) days of the receipt by the association of a notification of intention to appeal, the association shall convene an appeal board comprising three (3) independent persons to determine the appeal
- c) the appellant shall be given full and fair opportunity to show why their application should not be rejected or the membership should not be terminated
-) the zone council members who rejected the application or terminated the membership shall be given an opportunity to show why the appeal should be rejected, and
-) No legal representative shall be present unless the President/Chair of the association shall determine otherwise

8.2h/8.16 Standing Committee Members elected under this constitution shall:

- a) have no obligation, and may not be required, to pay any subscription or other amount as a member of the association
- d) be entitled to vote for the Chair or Deputy Chair of their individual standing committees
- f) not be entitled, in the capacity of a standing committee member, to vote in elections for the zone council, or in any other vote at a general meeting, and
- g) not be counted, in the capacity of a standing committee member, in a quorum except at the time of voting for the Chair and Deputy Chair of their individual standing committee

- 8.17 Zone Council Members are persons elected or appointed under this constitution to become zone executive officers and standing Chair councillors and shall:
- a) have no obligation, and may not be required, to pay any subscription or other amount as a member of the association
 - d) be entitled to receive notice of, attend and speak at the meeting at which the zone executive councillors are elected
 - e) not be entitled, in the capacity of a zone council member, to vote in elections for zone executives councillors, or in any other vote at a general meeting

8.2b/8.10

Life members are persons admitted to Life Membership of the association in recognition of services rendered to the association and shall:

- c) have no obligation, and may not be required, to pay any subscription or other amount, subject to any separate agreement to the contrary
- d) be entitled to receive notice of general meetings
- e) be entitled to attend and speak at general meetings and to move and/or second motions
- f) not be entitled, in the capacity of Life member, to vote at any General meeting, and
- a) not be counted, in the capacity of Life member, in a quorum

Nominations

- i) any member or zone councillor may nominate a person for life membership by giving notice in writing to the secretary at least twenty-eight (28) days prior to the AGM
- ii) the submission of the nomination to the AGM shall be at the discretion of the zone council
- iii) the zone council is not required to give reasons as to why a nomination is either accepted or rejected, and
-) the members present and eligible to vote at an AGM shall elect the nominee by simple majority

8.8 Registers of Members

- a/b) the zone council shall keep a register of ordinary members which shall include the following particulars:
 - i) full club title
 - ii) address of grounds
 - iii) official club addresses, whether postal or electronic, for the service of notices and other correspondence
 - iv) date of admission as a member
 - v) details about the termination or re-instatement of membership
 - vi) any other particulars the zone council may decide
- c) the register shall be opened within 7 days of an application to inspect being received
-) the zone council shall keep a register of individual members which shall include the following particulars:
 - i) full name and address of member
 - ii) date of admission as a member
 - iii) date of death or resignation of the member

- iv) details about the termination or re-instatement of membership
- v) any other particulars the zone council may decide

8.5 Ceasing to be a Member

- a) A club ceases to be a member on:
 - i) disbandment
 - ii) termination of their membership according to this constitution
 - iii) non-payment of any membership fee or other debt payable to the association by the club for a period of sixty (60) days after notification of the due date for payment of such fee or debt
 - iv) the association being dissolved or otherwise ceasing to exist, having a liquidator or a provisional liquidator appointed, or being unable to pay its debts
- b) A person ceases to be a member on:
 - i) resignation
 - ii) death
 - iii) 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
 - iv) conviction for an indictable offence and the rehabilitation period has not expired
 - v) being found by the zone council to have failed to comply with this constitution and/or by-laws of the association
 - vi) renouncement of membership
 - vii) termination of their membership according to this constitution
 - viii) expiry of the term of their membership
 - ix) non payment of any debt payable to the association by the member for a period of sixty (60) days after notification of the due date for the payment of such debt
 - x) the association being dissolved or otherwise ceasing to exist, having a liquidator or provisional liquidator appointed, or being unable to pay its debts

ZONE COUNCIL

10 Composition

The zone council shall comprise:

- a) **a President/Chair, a Vice-president/Vice-chair, Secretary and Treasurer** who shall be known at the Executive Councillors, elected by a vote of ordinary members who shall be entitled to one vote per position
- b) the Chair of each zone standing committee as elected by the relevant Zone standing committee who shall be entitled to one vote per position.

13.10 Disclosure of Interest

The member of zone council who has a pecuniary in a contact or proposed contact with the association

- a) must disclose the nature and extent of that interest to the zone council as soon as they become aware of it and in due course of this interest shall then appear in a financial statement submitted under the act

- b) at the associations AGM, and
must not take part in any zone council decisions regarding the contact

13.11 Improper Advantage

A member of the zone council or of the standing committees of the association must not knowingly or recklessly make improper use of information acquired by virtue of their position in the association so as to gain any pecuniary benefit or material advantage for themselves or other persons or to cause detriment to the association

11.1 Control and Management

Subject to the act and any other provision of this constitution, the zone committee shall:

- a) have the control and management of the administrative affairs, property and funds of the association
-) have overall supervision of the standing committees
- c) exercise all powers of the association that are not required by the act or by this constitution to be exercised by the association in General meeting
-) fill any casual vacancy which occurs amongst the zone executive Councillors, and
-) decide on any question on which this constitution is silent

25.1 Term of Office

The term of office of each Zone executive councillor shall be two (2) years after which they will be eligible for re-election or re-appointment

-) Interaction with zone Standing Committees
 -) The zone council may refer any matter to a standing committee for advice.

33.2 State Representation

-) The zone council shall elect two individuals from the zone executive councillors to become members of FQ
-) The zone council may elect an alternative zone executive councillor to act as a member of FQ should any existing representative be unavailable

11.2 General Powers

The zone council may exercise all the powers of the association to:

- a) borrow, raise or secure the payment of money in such manner as the zone councillors may think fit and secure the same or the payment for performance of any debt of liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way
- b) have in charge any property or business of the association
- c) issue debentures or give any other security for a debt, liability or obligation of the association to any other person or body corporate
- d) invest in such a manner as may be determined from time to time
- f) appoint, employ, remove or suspend such employees, contractors, agents, consultants, sponsors and other persons as may be necessary or

- appropriate for the purposes of the association on such terms and conditions as shall be determined
- g) enter into any trust arrangements with a trustee, corporate or otherwise, for the purpose of creating a trust fund for funds
- h) call for and review applications for funding or assistance in furtherance of the objects of the association and to provide funding or assistance to approved programmes
- i) govern and provide leadership to the zone in accordance with the associations objects
- j) ensure general operations of the zone are conducted properly, and
- k) establish the necessary committees relevant to the competitions controlled by the association

FUNDING

Sponsorship and Grants

-) Zone council shall be the primary beneficiary of sponsorships and/or grants which shall then be allocated as the Zone council deems fit.

8.3 Club Membership Fees

-) The zone council may impose such club membership fees as it may determine from time to time. Membership fees shall be payable at such time and in such a manner as the zone council shall determine.

State and National Fees

-) The zone council shall:
Levy state and national fees on relevant participants for on payment to FQ and FFA

Zone Administrative Fees

-) The zone council shall meet the costs of administration by:
 -) setting zone fees for participants in all integrated forms of football (players, referees, coaches), levied to comply with corresponding standards set by both FQ and FFA.
-) **Team Fees**
The Zone Council may set individual team fees as it deems necessary.

NOTE FQ has agreed to allow FBI to dispense with postal ballots as our election process. Accordingly all elections will take place at either the AGM or General Election Meetings. As all our representatives are elected for two years the next elections will be held in March 2009. From 2010 onwards the process outlined in this document will be adhered to.

GENERAL MEETINGS AND PRESIDENTS MEETINGS

ANNUAL GENERAL MEETING

14.1 Timing

-) Annual general meetings of the association shall be held no later than ten (10) weeks after the close of the association's financial year
-) notices of motion from members shall be lodged at the association HQ prior to 30 October
-) the notice for convening the AGM shall be issued four (4) weeks prior to the date of the AGM and shall be accompanied by those notices of motion received by the due date

14.5 Presentation of accreditation

- b) prior to the commencement of the AGM club representatives shall present for accreditation
- c) accreditation shall only be accorded to those who present a letter of authority from their club, signed by the club president and club secretary

Eligibility to Vote

-) ordinary members shall be eligible to vote provided their club has not been declared unfinancial at the time of the AGM
- 14.5 a) eligible ordinary members shall be entitled to a maximum of two accredited representatives to exercise the vote of their club
- 18.2 -) persons holding an authorised proxy for an ordinary member of the association may, if those ordinary members are eligible, vote at the AGM

14.6 Business of the Annual General Meeting

The business of the AGM shall be:

- a) formal opening and address from the chair
- b) reception and adoption of minutes of the previous AGM and of any extraordinary general meeting held during the preceding year
- c) reception and adoption of the annual report
- d) reception of the auditors report
- e) reception and discussion of the financial report including statements of income and expenditure of the administration and standing committees and balance sheets
- f) adoption of the financial report
- g) election of zone executive councillors when required
- h) election of the life member or members if applicable
- i) advice of fees and levys
- j) appointment of the new auditor or confirmation of continuing auditor
- k) discussion of notices of motion as specified in the notice convening the AGM
- l) consideration of any business of a general nature

m) closure

14.13 Changes to the constitution

a) subject to the act and rule 6 of this constitution, any rule may be amended, repealed or added by a special resolution carried at an AGM or an EGM

14.12 b) resolution of any amendments to, additions to, or deletions from, the constitution, shall be decided by a majority of three-quarters of the votes of those members present in person or in proxy and entitled to vote.

14.13 b) once adopted, changes shall have immediate effect

14.13 c) resolutions and decisions acting upon amendments, additions or repeals become invalid if not registered with the office of fair trading within one month of adoption

14.14 Minutes

The secretary shall ensure that the minutes of the AGM are signed by the Chair of the next general meeting of the association verifying their accuracy

ELECTION PROCESS – EXECUTIVE COMMITTEE COUNCILLORS

-) Membership

-) the membership of the zone executive in order of election shall be:

-) President/Chair
-) Vice president/Vice Chair
-) Secretary
-) treasurer

Eligibility for election

18.1 a person is eligible for election as a zone executive councillor if they are:

- a) 18 years of age and over
- b) nominated under rule 17.2, and
- c) not in breach of the constitution or by-laws of the association

Any person nominated for more than one position on the zone executive shall, upon election, withdraw their nomination for subsequent position/s.

16.4i Polling Officers

Three (3) polling officers shall be appointed by the zone council to supervise the election process with one (1) designated as senior polling officer. The polling officers shall be notified to clubs at the time of calling for nominations.

-) Polling Officer as proxy

-) If required, the senior polling officer may act as proxy for elections.

ii) the proxy form authorising the senior polling officer shall be mailed in advance of the meeting, and shall be accompanied by individual sealed ballot paper envelopes each containing the relevant paper and clearly marked for the position to which they apply.

iii) the senior polling officer will ascertain the eligibility of the proxy vote before casting that ballot

- iv) the senior polling officer, in the exercise of his/her proxy, is limited to placing the ballot paper envelope into the appropriately labelled ballot box at time of election.

-) Scrutineers

If required, each candidate has the right to nominate one (1) scrutineer who shall observe the presentation and counting of votes under the supervision of the senior polling officer.

17.7 Voting System

Voting is by way of the Full Preferential Voting System. Votes are to be recorded on ballot papers using consecutive whole numbers as follows:

- a) to indicate the electors first preference, the elector must place a number '1' in the box beside the electors first preference candidates name, and
- b) electors must place further whole numbers in each box beside each remaining candidate in the order which indicates the electors choice of candidates in descending order of preference until all the boxes beside all the candidates have been numbered.

17.2 (part)

Nominations

-) a person who is eligible for election according to paragraph 17.1 must be nominated for election by two (2) persons acting on behalf on the club
-) a nomination must:
 - a) be in writing on a form provided by the association
 - c) specify the zone executive councillors position or positions in respect of which the nominee is standing for election, and
 - b) signed by the nominators and the nominee
 - d) be lodged at the registered office of the association, or as directed, by the closing time and date specified in the notice calling for nominations.
- c) An eligible elector may only nominate one candidate for each of those zone executive councillors positions for which they are eligible to vote
-) the same person may be nominated for more than one position provided that each nomination is on a separate form
-) No person can hold dual office positions as set out in rule 43.1.

17.3 Statements by Candidates

- a) each candidate may provide the secretary with a statement supporting their candidacy
- b) statements are to be received at the registered office of the association, or as directed, by the time and date for the close of nominations
- c) statements that are received on time are to be made available to the electors at the time of notification of nominees
- e) the zone council shall not make available a statement under this paragraph if it is more than 150 words long or is, in the opinion of the council, defamatory or likely to contravene any law

17.5 Ballot Papers

- a) the zone secretary must arrange for ballot papers to be published for each zone executive councillor position in respect of which an election is required.
 - b) ballot papers will be in the form and contain the information that the zone councillors think fit
 - c) the order of appearance by each candidate on the ballot paper will be by way of random draw overseen by the senior polling officer.
 - d) statements by candidates as described in paragraph 17.3 will appear in the same order as on the ballot paper
- 17.6 -) ballot papers will be made available to the electors in the manner that zone councillors think fit, including, but not limited to:
- a) by ordinary post
 - b) at the registered office of the association

17.11 Allotment of votes

- a) one vote is to be allotted to a candidate for each first preference vote recorded against that candidates name
- b) after the allotment of votes, each candidates total votes are to be calculated and, if the votes for one or more candidates standing for an individual position exceed fifty percent (50%) of the total formal ballot papers the candidate with the highest number is declared elected.
-) if, after the first preferences are distributed, no candidate has more than fifty percent (50%) of the total valid vote, the candidate with the least number of votes has their second preference distributed to the remaining candidates. This process continues in ascending order until one or more candidates have received more that fifty percent (50%) of the valid votes whereupon the candidate with the highest number of votes shall be declared elected.

17.19 Receipt of Ballot Papers and Proxy Documents by Mail

-) upon receipt of correspondence enclosing the proxy document or envelopes containing ballot papers, the senior polling officer or a designated assistant shall:
 - a) sign the rear of the envelope and indicate the date and time received at the address designated at the time of notification of the election
 - b) scrutinise the proxy form to ensure that the proxy has been made correctly
 - c) ensure that the ballot paper envelopes are filed according to the designated positions in preparation for the election
-) any ballot papers received after the time and date for such receipt shall not be counted

17.10 Election Procedures

At each election, the senior polling officer shall, in this order:

- a) announce the position to be voted on
- b) announce the number of proxy ballots received for that vote, and place the ballot paper envelopes into a ballot box marked specifically for that particular election
- c) invite those electors and proxies present to fold the completed ballot paper for that position with the printed side facing in and place their ballot papers into the same ballot box

- d) at the close of poll, open the ballot box and all the ballot paper envelopes
 - e) count the votes in accordance with rule 17.12, declare the successful candidate elected and ensure that the result is recorded in the minutes
 -) notify electors and nominees that any appeals should be lodged within one (1) month
 -) retain all ballot papers for a period of three (3) months after which time the ballot papers should be destroyed by shredding.
- 17.13 -) publish the results in any manner the council considers appropriate, and
-) notify the results of the elections to FQ in due course

GENERAL ELECTION MEETINGS

14.10 Purpose

General election meetings are meetings held by chiefly for the purposes of :

- i) electing a maximum of eight (8) standing committee members for each sector, and
 - ii) enabling those standing committee members to elect their Chair and Deputy Chair
-) Timing
- a) the zone council must call general election meetings every two (2) years to enable the election of standing committee members for each sector of their terms
 - b) general election meetings shall be convened for the 1st week of February
 - c) those notified to attend general election meetings for each sector are those eligible to vote for those sector
-) Agenda
- a) Part 1 –
 - i) general business
 - ii) election of standing committee members
 - iii) closure of part 1
 - b) Part 2 –
 - i) standing committee members elect their Chair and Deputy Chair
 - ii) closure of part 2

ELECTION PROCESS – ZONE STANDING COMMITTEES

16.4 i) Polling Officers

Three (3) polling officers shall be appointed by the zone council to supervise the election process with one (1) designated as senior polling officer. The polling officers shall be notified to clubs at the time of calling nominations

17.7 Voting System

Voting is by way of the Full Preferential Voting System. Votes are to be recorded on ballot papers using consecutive whole numbers as follows:

- a) to indicate the electors first preference, the elector must place a number ‘1’ in the box beside the electors first preference candidates name, and

- b) electors must place further whole numbers in each box beside each remaining candidate in the order which indicates the electors choice of candidates in descending order of preference until all the boxes beside all the candidates have been numbered.

17.2 part

Nominations

-) a person who is eligible for election according to:
 - i) Zone mens standing committee, zone womens standing committee, zone juniors standing committee and any standing committees formed from future integrations, shall be nominated for election by two persons acting on behalf of the club
 - ii) zone referees standing committee shall be nominated for election by two (2) accredited referees who are registered participants
 - iii) zone coaches standing committee shall be nominated for election by two (2) accredited coaches who are registered participants
-) a nomination must:
 -) a nomination must:
 - a) be in writing on a form provided by the association
 - c) specify the zone standing committee in respect of which the nominee is standing for election, and
 - b) signed by the nominators and the nominee
 - d) be lodged at the registered office of the association, or as directed, by the closing time and date specified in the notice calling for nominations.
- c) An eligible elector may only nominate one candidate for each of those zone standing committee for which they are eligible to vote

17.4 Need for a Poll

- a) if the number of candidates for election is equal to the number required to be elected, those candidates are taken to be elected and a declaration by the senior polling officer to that effect is final
- b) if the number of candidates for election is less than the number required:
 - i) those candidates are taken to be elected and a declaration by the senior polling officer to that effect is final
 - ii) any vacant positions may be filled by that zone standing committee as casual vacancies

- 17.5 c) if the number of candidates for elections is greater than the number required to be elected, then the zone secretary shall arrange for ballot papers for each zone standing committee in respect of which election is required, to be made available to eligible electors in the manner the zone councillors think fit, including but not limited to:
 - i) by ordinary post
 - ii) at the registered office of the association
- c) the order of appearance by each candidate on the ballot paper will be by the way of random draw overseen by the senior polling officer
- d) candidate statements will appear in the same order as on the ballot paper

17.11 Allotment of Votes

- a) one vote is to be allotted to a candidate for each first preference vote recorded against that candidates name
 -) if, after the first preferences are distributed, the required number of candidates for committee positions do not have more than fifty (50) percent of the total valid vote, the candidate with the least number of votes has there second preference distributed to the remaining candidates
 -) this process continues in ascending order until the required number of candidates remain
 -) no announcement of successful candidates shall be made until the scrutiny of ballot papers has been concluded
-) Election Process
Election process shall be as follows:
- a) nominations, which may be supported by candidates statements shall be requested from eligible member clubs at least six (6) weeks prior to the GEM.
 - b) responses shall be due four (4) weeks prior to the GEM
 - e) If required, each candidate has the right to nominate one (1) scrutineer who shall observe the presentation and counting of votes under the supervision of the senior polling officer
 - c) a full list of candidates, accompanied by candidates statements, shall be circulated to members within the following week
- 17.3 e) the zone council shall not make available a statement under this paragraph if it is more than 150 words long or is, in the opinion of the council, defamatory or likely to contravene any law.

Presidents Meeting

-) Purpose of a Presidents meeting.
The purpose of a presidents meeting is to provide a forum to allow clubs (as ordinary members to receive information about the conduct of the association and to question the zone council about the conduct of the association
- 14.2 The zone council shall convene a minimum of five (5) presidents meetings per year
- 14.3 Notice of Presidents Meeting
Notice of a presidents meeting shall be given according to rule – and the act
- 14.5 Verification of Club Representatives
Only the clubs who have been sent properly authorised representatives shall be eligible to participate in Presidents Meetings.
If a club representative has not presented a letter of authority from their club at the AGM they shall present this document at the first meeting they attend following the AGM

Attendance at Meetings

Attendance at General Meetings and Presidents Meetings

- New -) attendance of authorised representatives of member clubs at General meetings and Presidents meetings is mandatory and non-attendance without a valid excuse shall attract a fine on such a club on the same scale as set for appeal fees in the disciplinary and appeals process
-) attendance is defined as being present for at least the major portion of the duration of the meeting
- 14.4 Zone Councillors entitled to attend General Meetings and Presidents meetings
A zone councillor is entitled to receive notice of and speak at all G-Ms and Presidents meetings.
- 14.14 Minutes
The secretary shall ensure that:
- a) full and accurate minutes of all questions, matters, resolutions and other proceedings of each meeting are entered into the Minute Book, and
- c) that the Minute book for each meeting is available for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection
- 16.4 Right to appoint Proxy
- a) subject to the act, a member entitled to attend meetings of the association is entitled to appoint another person as their proxy to act on their behalf
-) a proxy has the same right as the member to speak and vote at the meeting and may be appointed in respect of more than one meeting
- 15.13 Objection to Voting Qualification
-) an objection to the right of a person to attend or vote at the meeting or adjourned meeting:
- a) may not be raised except at that meeting, and
- b) must be referred to the Chairperson of the meeting whose decision is final
-) a vote not allowed under the objection is valid for all purpose
- 15.5 President/Chair of Zone Council to Preside over General Meetings and Presidents Meetings
-) The president/Chair of zone council is entitled to preside at general meetings and Presidents meetings
-) if a general or Presidents meeting is convened and the President/Chair is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or has signified an intention not to be present, the following may preside (in order of entitlement)
- a) the Vice president/Chair
- b) a zone executive councillor chosen by the majority of the Zone councillors present
- c) a zone councillor chosen by the majority of the zone councillors present
- d) the only zone councillor present
- e) a member chosen by majority of the members present
- 15.6 -) The chair of the General Meeting and Presidents Meeting

- a) shall have charge of the general conduct of the meeting and of the procedures to be adopted which shall conform to and uphold the constitution
 - b) may require the adoption of any procedure which is, in their opinion, necessary or desirable for proper and orderly debate or discussion of the proper and orderly casting or recording of votes
 - c) may, having regard where necessary to the act, terminate discussion or debate on any matter whenever they consider it necessary or desirable for the proper conduct of the meeting
-) A decision by the Chair under this rule becomes final unless a motion of dissent against such decision has been moved, seconded and passed.

15.1 Number for a Quorum

Subject to rule 15.4, fifty percent (50%) plus one (1) of those persons who are members, present in person or by proxy and eligible to vote, are a quorum at a general meeting

15.2 Requirement for a Quorum

- b) if a quorum is present at the beginning of the meeting, it is taken to be present throughout the meeting unless the Chair of the meeting (on their own motion or at the request of a member who is present) declares otherwise
- a) an item of business may not be transacted at a general meeting unless a quorum is present when the meeting considers it

15.9 Questions to be Decided by Majority

-) subject to the requirements of the act, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it
-) if there is no simple majority, then the resolution shall be declared lost
-) the zone council, being accountable to the membership, shall take under consideration any motion in which the votes for or against are equal

16.1 Votes on Show of Hands

On a show of hands at a general meeting each member club present in person or by proxy and eligible to vote has one vote

15.11 Declaration of Results

-) a declaration from the Chair that a resolution has , on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect is made in the minutes of the meeting, is conclusive of the fact
-) neither the Chair or the minutes need state, as it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution

15.12 Poll

-) if a poll is properly demanded, it must be taken in the manner and at the date and time directed by the Chair and the result of the poll is the resolution of the meeting at which the poll was demanded

-) a poll demanded on a question of adjournment must be taken immediately
-) a demand for a poll may be withdrawn
-) a demand for a poll does not prevent the meeting continuing for the transaction of any business other than the question on which the poll has been demanded

16.2 Votes on a Poll

On a poll each member club present in person or by proxy and eligible to vote has one vote and each person present as a proxy for an eligible voter, has one vote for each member club that person represents

16.3 Eligibility to Vote

The voting rights of a member shall be suspended while the payments of any amount/s due is/are in arrears more than thirty (30) days
No other rights of the member are affected.

15.7 Adjournment of General Meeting

-) the chair of any general meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting
-) the adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and any place
-) the chair may, but need not, seek approval for the adjournment
-) unless required by the chair, a vote shall not be taken or demanded in respect of any adjournment
-) only unfinished business is to be transacted at a meeting resumed after adjournment

15.8 Notice of Adjourned Meeting

-) it is not necessary to give any notice of an adjournment or of the business to be dealt with at any adjourned meeting unless a meeting is adjourned for one month or more
-) in that case, the same period of notice as was originally given for the meeting must be given for the adjourned meeting

15.3 Quorum and Time – Requisitioned General Meeting

-) if within thirty (30) minutes after the time appointed for a general meeting convened by, or on the requisition by members, a quorum is not present, the meeting:
 - a) is dissolved, and
 - b) in any other case stands adjourned to the same day in the next week at the same time and place, or to such other day, time and place that the zone councillors appoint by notice by those entitled to receive notice of the meeting

15.4 Resumed Meeting – Number for a Quorum

- a) a meeting adjourned under rule 15.3(b) and resumed, forty percent (40%) by number of those persons who are members present in person, or by proxy and eligible to vote are a quorum

- b) if a quorum is not present within thirty (30) minutes after the time appointed for the resumed meeting, the meeting is dissolved
- 14.16 Cancellation or Postponement of a General Meeting
Where a general meeting is convened by the zone Councillors they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine
- 14.17 Written Notice of Cancellation or Postponement of General Meeting
Notice of cancellation or postponement of a general meeting must state the reason for doing so and be notified to each member individually
- 14.18 Contents of Notice Postponing General Meeting
A notice postponing a general meeting must specify:
- a) the new date and time for the meeting
 - b) the place within the zone where the meeting is to be held, which may either be the same as, or different to the place specified in the notice convening the meeting
- 14.19 Number of Clear Days for Postponement of General Meeting
The number of the clear days from the giving of a notice postponing a general meeting to the date specified in that notice for the postponed meeting may not be more than thirty (30) days
- 14.20 Business at Postponed General Meeting
The only business that may be transacted at a postponed general meeting is the business specified in the notice originally convening the meeting
- 14.21 Proxy Attending Postponed General Meeting
Where:
- a) by the terms of an instrument appointing a proxy they are authorised to attend and vote at a general meeting to be held on a specified date or at a general meeting or general meetings to be held on or before a specified date, and
 - b) the date for the meeting is postponed to a date later than the date specified in the instrument
- 14.22 Non Receipt of Notice
The non receipt of a notice convening, cancelling or postponing a general meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the general meeting or the postponed meeting

EXTRAORDINARY GENERAL MEETINGS

- Calling an EGM
- 14.7 b) the zone council must call an extraordinary general meeting within twenty-one (21) days of being given
- i) a requisition in writing signed by the zone council president/chair or any four (4) zone councillors, or

- ii) a requisition in writing from at least 50% of ordinary members clearly stating the reasons why such an EGM should be convened and the nature of the business to be transacted at such meeting

14.8 Nature of Business

-) the general nature of the business to be put before an EGM shall be specified in the notice convening the meeting

ZONE COUNCIL MEETINGS

Introduction

- (--)
The zone councillors may meet together for conducting business, adjourn and otherwise regulate their meetings as they see fit. The zone councillors consent, by accepting the position as a zone councillor, to meetings being held using any technology that gives the zone councillors as a whole, reasonable opportunity to participate. To avoid doubt, this includes meetings held by a telephone and/or video conferencing.

13.3 Notice for Zone Council Meetings

- b) the zone council shall meet at least every two (2) months to exercise its functions
- a) The council shall decide when a meeting shall be called. Notice of a meeting is to be given to each councillor in the manner they have requested (email, letter etc)
- c) the secretary shall call a meeting of the council within fourteen (14) days of receiving the request signed by at least two (2) of the zone councillors which shall state:
 - i) why the meeting is to be called, and]
 - ii) the business to be conducted at the meeting
- d) the secretary must give each zone councillor at least seven (7) days notice of such a meeting. The notice shall state:
 - i) the day, time and place of the meeting, and
 - ii) the business to be conducted at the meeting

13.2 Minutes

The secretary must ensure that:

- a) full and accurate minutes of all questions, matters, resolutions and other proceedings of each zone council meeting are entered in a minute book, and
- b) the minutes of each zone council meeting are signed by the chair of the meeting, or the chair of the next zone council meeting, verifying their accuracy

13.5 Proxy and Voting

- a) Zone Executive Councillors
 - i) zone executive councillors may appoint other zone council members as proxies. The appointment must be for a particular meeting. A zone councillor who is present at the zone council meeting and holds the proxy of another zone councillor has, in addition to his own vote, one vote for each absent zone

- councillor who would be entitled to vote if present at the meeting and for whom that person holds a proxy
- ii) instruments appointing proxies must be given to the secretary before the start of the relevant meeting or adjourned meeting at which the person named in the instrument proposes to vote

- b) Standing Committee Chair Councillors
 - i) at the time of their election, the chair of each standing committee shall complete a standing proxy form which allows the deputy chair or any other member of their standing committee to attend any council meeting which the chair or deputy chair cannot attend

13.8 President/Chair to Preside at Zone Council Meetings

The president/chair is entitled to preside at zone council meetings. If the president/chair is not present within fifteen (15) minutes after the time appointed for a meeting or has signified an intention not to be present, the following may preside (in order of entitlement):

- a) the vice president/chair
- b) a zone executive councillor chosen by a majority of the zone councillors present, or
- c) a zone councillor chosen by a majority of the zone councillors present

13.6 Quorum

Fifty (50%) percent of the zone councillors present in person or by proxy comprise a quorum

13.4 Questions Decided by Majority

- a) a question arising at a zone council meeting is to be decided by a majority of votes of the zone councillors present in person or by proxy.

13.5 The chair of the meeting has a casting vote.

13.9 Circulating Resolutions

Resolutions passed at a zone council meeting shall be circulated to all clubs within seven (7) days

13.7 Effect of Vacancy

- a) zone councillors may continue to act despite a vacancy in their number
- b) however, if the number of zone councillors is reduced below the number required for a quorum, the remaining zone councillors may act to convene a general meeting to fill vacancies

13.13 Validity of Acts of Zone Councillors

Everything approved at a zone council meeting remains valid even if it is later discovered that there was some defect in the appointment, election or qualification of any councillor, or that any one of them was disqualified or had vacant office.

ZONE STANDING COMMITTEES – General

27.2 Membership

The membership of each standing committee shall comprise 6-8 persons elected under this constitution.

18 Eligibility for Election

A person is eligible to be elected as a member of the zone standing committee if they are:

- a) 18 years of age or over
- b) nominated according to rule 17.2, and
- c) not in breach of the constitution or any by-law of the association

25.1 Terms of Office

The term of office for each member of a zone standing committee is two years at which time they will then be eligible for re-election or re-appointment

-) Functions of Standing Committees

-) each zone standing committee shall advise the zone council on matters or measures relating to their sector or on matters relating to football in the zone in general.
-) each standing committee may make recommendations to the zone council on matters or measures relating to their sector or on football in general.

27.3 Proceedings

-) the members of each standing committee shall conduct business, adjourn and otherwise regulate their individual meetings as they think fit provided that they meet at least three (3) times in each year, one of such meeting being a GEM when required
- c) the chair of each standing committee is entitled to preside at meetings of that meeting
-) if the chair is not present within fifteen (15) minutes after the time appointed for a meeting, or has signified an intention not to be present, then the deputy chair shall preside, and if the deputy chair is not present, then a member of the standing committee chosen by the majority of the members present may preside

25.2 Casual Vacancy or Other Shortfall in Members

-) If after an election, the number of candidates was less than the required minimum of six (6) members, the elected committee may appoint the number of members they deem appropriate, provided that the appointments do not exceed the maximum number of eight (8) members
-) a person appointed under this paragraph holds office until the end of the term of the person in whose place they were appointed
-) all persons appointed to fill a shortfall of members shall hold office as if they were elected at the immediate preceding meeting.

27.5 Membership of the Zone Council

The person who occupies the position of Chair of a zone standing committee shall:

-) serve as a councillor on the zone council, and
- b) remain in that position until the term of appointment to the council expires or until they cease to be Chair, which ever should occur first

33.1 Membership of State Standing Committees

The person who occupies the position of Chair of a zone standing committee shall:

- a) become a member of their respective state standing committee
- b) cease to be a member of that state standing committee upon ceasing membership (for whatever reason) of the zone standing committee.

STANDING COMMITTEES – Playing sectors

Eligibility to Vote

- 24.2 only authorised representatives of clubs fielding teams in the relevant sector competitions either at the date of the relevant election or within the previous twelve (12) months may vote for the members of the applicable standing committees

STANDING COMMITTEES – Referees

19.2 Eligibility to Vote - referees

The following persons have the right to vote in an election of the zone referees standing committee:

- a) a registered participant who:
 - i) is registered in the category of accredited referee, and
 - ii) is 18 years of age or over, or
- b) a parent or guardian of a registered participant who:
 - i) is registered in the category of accredited referee, and
 - ii) is under 18 years of age

DISCIPLINE OF MEMBERS AND REGISTERED PARTICIPANTS

34.1 Breaches

The zone council may establish disciplinary committees to deal with any member or registered participant who:

- a) breaches, fails, refuses or neglects to comply with a provision of this constitution, the regulations or any policy or resolution of the association
- b) acts in an unbecoming manner or in any way prejudicial to the objects and interests of the association or football generally, or
- c) brings the association or football generally into disrepute

34.2 Appeals

An appeal panel shall be established under the association by-laws to hear and determine appeals from member clubs, registered participants, officials or any other persons or organisations as the zone councillors see fit. The duties and powers of the appeal panel are those outlined in the disciplinary and appeals process adopted by the association and recorded in the by-laws

BY-LAWS

12.1 Making and Amending the By-laws

- a) The Zone Council may from time to time make By Laws which in their opinion are necessary or desirable for the control, administration and

management of the association's affairs and may amend, repeal and replace those bylaws.

- b) The Association in a General Meeting, may amend, repeal, and replace any Bylaws made by the Zone Council
- c) such actions should not affect the validity of anything previously done by the zone council or anyone pursuant to those by-laws

12.2 Effect of a By-law

A By-law:

- c) when in force, is binding on all members and has the same effect as a provision in this constitution
- a) is subject to this constitution, and
- b) must be consistent with the constitution, and if not, the constitution prevails to the extent of the inconsistency

39 Amalgamation

In the furtherance of the objects and purposes of the association, the association may amalgamate with any one or more organisations having objects similar to those of this association and which shall prohibit the distribution of its or their income and property amongst its or their members to the extent at least as great as that imposed upon this association and which is a fund, authority or institution which is similarly exempt from income tax under the income tax assessment act.

40 Excess Property on Winding Up

If, on the winding up or dissolution of the association, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies

- a) having objects similar to those of the association, and
- b) whose constitution prohibits (or each of whose constitution prohibits) the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the association by this constitution

The body is or those bodies are, to be determined by members at or before the time of dissolution or, failing that, a determination by a judge who has or acquires jurisdiction in the matter.

DEFINITIONS AND INTERPRETATIONS

43.1 Definitions

In this constitution unless the contrary intention appears:

Accredited means a person who has completed a course of relevant training recognised by FQ or FFA

Act means the Associations Incorporations Act 1981

AGM means Annual General Meeting

Association means Football Brisbane Inc

Club means

- a) an incorporated body within the zone boundaries and having the following characteristics:

- i) it organises teams to participate in competitions sanctioned by the association and/or FQ
- ii) all members of its teams are entitled to club membership, and
- iii) club members (or their parent or guardian) may vote in an election for any club office-holder
- iv) any legal entity deemed to be a club by Football Queensland or FFA.

Constitution means this constitution as amended from time to time, and a reference to a particular rule is a reference to a rule of this constitution

Document also means notice

Executive Councillor means anyone of the four zone councillors elected by clubs

EGM means Extraordinary General Meeting

FIFA means Federation Internationale de Football Association

Football means “Association Football” as recognised by FIFA from time to time. To avoid doubt, football includes the games of soccer, soccer football, indoor or five-a-side (futsal) soccer and beach soccer.

FFA means Football Federation of Australian ACN106 478 068

FQ means Football Queensland Limited

GEM means General Election Meeting

Laws of the Game means the rules of football referred to in the statutes and regulations of FIFA

Official Position means a person who holds a position, whether elected or appointed as:

- c) Chair, vice chair, president, vice president, secretary, treasurer, director, committee member, or member of a governing body (however described) of a club, association (incorporated or unincorporated) or other entity conducting, participating in, or administering football or any football competition in the Brisbane zone, or
- d) a member of a standing committee, or
- e) a member of the zone council

Registered Office means the registered office of the association from time to time

Registered Participant means a person registered by or with the association in the category of:

- a) Player (including junior players) in any competition organised by the association or recognised by FQ
- b) accredited referee
- c) accredited coach

State means Queensland

State Standing Committee means a state standing committee established under FQ constitution and by-laws

Statutes and Regulations means the statutes and regulations of FIFA in force from time to time

Zone Council means the associations governing body

Zone Councillor means a member of the zone council elected to according to this constitution

43.2 Interpretations

In this constitution:

Annual General Meeting is a reference to the AGM required to be held by the association in that calendar year under the Associations Incorporations Act

Chair as a capitalised noun is a gender neutral title which designates the senior elected official of (a) the zone council or (b) each individual standing committee

Document is a reference to a document or instrument which included any amendments made to it from time to time and, unless the contrary intention appears, included a replacement and/or notice

Headings are inserted for convenience and do not effect the interpretation of this constitution

Person the word person includes an individual, a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority

Presence of a member is a reference to a member present in person or by proxy at a general meeting

Signed where, by a provision of this constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by-law or by any state or commonwealth law relating to electronic transmissions or in any other manner approved by the council.

Singular includes the **plural** vice versa

Unfinancial non-payment of any membership fee or other debt payable to the association by the club for a period of thirty (30) days after notification of the due date for payment of such fee or debt

Writing or **written** included printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise

FOOTBALL BRISBANE Inc

BY-LAWS

Draft 3 - March, 2008

BY-LAWS..LWP

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1 GENERAL

1-1 Status

These by-laws are made by Football Brisbane Inc (FBI) under the powers conferred by the Football Brisbane Inc Constitution

1-2 Interpretations

Words and phrases defined in the constitution have the same meanings in these by-laws which are to be read in conjunction with (and subject to) the constitution

1-3 Purpose

These by-laws shall provide for the competition rules for all competitions within the zone, disciplinary and appeals processes, and other general matters relating to the Brisbane Zone.

1-4 Code of Conduct

All member clubs, participants and others involved with football in the Brisbane zone shall uphold the code of conduct attached to these by-laws at appendix 1

-- Zone Boundaries

-) The boundaries of the zone shall be the area defined below:

i) Northern border to extend from the mouth of Burpengary Creek straight WNW to Morayfield then straight west to Toogoolawah

ii) Western border to extend from Toogoolawah straight SSE to intersect the Mt Lindsay Highway at the town of Jimboomba

iii) Southern border to extend from Jimboomba straight east until reaching the Queensland coast at the mouth of the Pimpama River

-) The Brisbane zones includes the city of Brisbane and the following major provincial centres – Ipswich, Beenleigh, Logan City, Redlands, Redcliffe and Pine Rivers

- 1-5 Relationships among Football bodies
- 5.2 Clubs
- i) Clubs located and competing within the Brisbane zone shall become members of FBI.
 - ii) Clubs outside the Brisbane zone require FQ approval before applying for membership to FBI.
 - iii) Clubs from outside Brisbane Zone wishing to compete in FB Competitions must have the permission of the FB Zone Council and their home zone.
 - iv) Clubs from outside Brisbane Zone who have competed in Brisbane Competitions prior to the formation of Football Brisbane may continue to do so with the permission of the Zone Council.
- 5.3 Zone
- Football Brisbane Inc is the ruling body for football within the Brisbane zone and shall be responsible for managing and/or supervising all aspects of the game of football within the zone.
- 5.4 State
- Football Queensland Limited (FQ) is the ruling body for football within Queensland and shall be responsible for managing and/or supervising all state aspects of the game of football.
- 5.5 National
- Football Federation of Australia (FFA) is the ruling body for football within Australia and shall be responsible for managing all national aspects of the game of football.
- 5.6 International
- Federation Internationale de Football Association (FIFA) is the international ruling body for the game of football.
- 9 Disciplinary Processes
- The zone council may establish disciplinary committees and an appeals panel of independent, experienced personnel to adjudicate on disciplinary or appeals matters.
- The Disciplinary and appeals process adopted by the association shall be set out in the relevant manual appended by these by-laws.
- 2 Zone standing committees
- 5.1 Each zone standing committee shall assist the zone council in performing the functions and obligations of that zone committee
- 4 Clubs
- 5.2 Clubs shall meet the criteria established by FQ to register as a club
- 5.1 Club Management Committee
- The members of each club shall elect a management committee to ensure that the club fulfils its responsibilities under the policies and instruments of FBI, FQ and FFA.
- 4.1 Insurance of Clubs
- Every registered club shall acquire insurance as directed by FBI from time to time

6.2 Functions

The functions of member clubs shall include:

- a) maintaining a register of club members
- b) entering teams into competitions appropriate for their player members
- c) supporting their teams appropriately and in accordance with the policies established by FBI
- d) providing team sheets from each fixture game to FBI
- e) managing the clubs activities so they do not bring football into disrepute
- f) establishing a club disciplinary committee with jurisdiction over playing and non playing members to deal with internal breaches
- g) collecting FFA, FQ, and FBI fees in addition to club fees
- h) managing club finances in accordance with legal standards
- i) maintaining their home grounds to the standards of FBI or, if the club has no home grounds, working towards to the acquisition of appropriate facilities

8.1 Facilities and Grounds

Only fields and facilities that meet FBI standards shall be rostered for competitions. Fitness of fields for play shall be determined by the designated referee or the recommendation of an expert committee set up for the purpose of inspecting fields by the zone council

10.2 Finance

Player fees due to FFA, FQ and FBI shall accompany registrations forms at the time of their lodgement with FBI

11.1 Emblems and Colours

Clubs shall supply to FBI for recognition of their emblem, primary and alternate colours and any mascots or symbols

No two teams shall play each other in similar colours.

Goalkeepers colours in all cases shall be distinguishable from the colours worn by all other players in a match and those worn by the referees

In the event of a clash of colours in fixtures, the visiting team shall change to their alternate colours except for junior fixtures where the home team shall change.

In the event of a clash of colours in finals, carnivals, or cup competitions the team drawn first shall have the right to play in their primary colours

7.1 (From General)

Club Tours

Prior to engaging in competition matches which are not fixture matches, either during or outside the football season, the member club or clubs involved in such matches must apply for and receive the sanction of the zone council, FQ, FFA, or FIFA whichever is appropriate

5 Players

4.1 Registration

All players must register as “registered participants” with FFA through their club

7.2 (from clubs)

As part of the registration process, participants shall be required to sign a registration form which states that they agree to be bound by FBI constitution and by-laws, the FQ constitution and by-laws and any relevant statutes and regulations.

Players shall be given a copy of the registration certificate attesting to their registration

4.2 Registration and Clearance

All players must comply with the registration regulations and procedures established from time to time by FFA.

Any breach or alleged breach of a registered participants obligations under these by-laws may be addressed by a FBI disciplinary established under the FBI constitution

4.3 Registration Periods

Clubs shall be permitted to register players as follows:

- a) From the time of sign on until 31st December of that year, or
- b) Incoming transfers from another club within the zone prior to 30th June of each year, or
-) incoming transfers from another zone until 30th December of that year

5.1 Eligibility

Only those players who were registered with FFA through FBI shall be eligible to participate in a match or competition conducted and/or authorised by FBI unless

- a) the player has been suspended from play through disciplinary proceedings, or
- c) the player does not qualify under the age/gender/grading limitations of the competition

6.3 Zone Representative Teams

Players shall be encouraged by their clubs to make themselves available for any zone representative team. Should any player who, once selected and having accepted the offer, fails to honour their commitment within reason or timely explanation, then they may be referred to a zone disciplinary committee for disciplinary action.

Zone Representative teams shall be comprised of players selected under the direction of the FBI council and those officials appointed by the council from all eligible players.

Eligibility for Representation

- 6.4 Only players who are registered with a Brisbane member club shall be eligible to be selected for a zone representative team.

Fixture Reprogramming

- 6.5 i) Where a club team has three (3) or more players unavailable for a fixture match or matches due to sanctioned representative football commitments, then scheduled fixture matches may be re-programmed by the zone administration at the request of the club.
- ii) “ Sanctioned” representative fixtures relates to fixtures organised by FBI, FQ or FFA.

6 REFEREES

5 Registration

Accredited referees shall register with the association.

With the agreement of the association they may be released to provide services in other zones or to championships and feature matches.

6.2 Eligibility for employment

All accredited referees registered with the association shall be considered eligible to be rostered to referee a match or competition conducted by FBI, FQ, or FFA (provided they have the appropriate qualifications) unless the referee:

a)has been suspended through disciplinary proceedings

6.3 Remuneration

Referee payments shall be in accordance with the scale set annually by the zone council.

7 Discipline

Any breach or alleged breach of a referees obligations under the constitution or by-laws shall be addressed by a zone disciplinary committee.

Appeals against the decision/s of a disciplinary committee shall be heard by a zone appeal panel.

8 Representations

Referees shall be represented on the zone council and on the state referees standing committee by the chair of the zone referees standing committee.

8 COMPETITIONS

4 Rules

There shall be a set of rules adopted for all games and competitions conducted by the association

ANNEXURES

- 1 Code of conduct
- 2 Disciplinary and appeals policy
- 3 Player age policy

4 All current games and competition rules