



**Blue Rovers Junior Football Club Inc**  
PO Box 9202, Greerton, Tauranga 3142  
[www.bluerovers.co.nz](http://www.bluerovers.co.nz)  
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# Blue Rovers JFC Constitution

## Blue Rovers Junior Football Club Incorporated – Club Rules and Constitution

### 1. NAME, AFFILIATION AND INCORPORATION

1.1 The name of the club shall be **Blue Rovers Junior Football Club Incorporated**, hereafter referred to as “The Club”

1.2 The Club shall be affiliated to Waikato-Bay of Plenty Football (“the Federation”) and New Zealand Football. Subject to these Rules, the Club shall conform to such rules and regulations as deemed fit and proper by the above-mentioned bodies.

1.3 Blue Rovers Junior Football Club is an Incorporated Society, and as such must be run lawfully and in accordance with the Incorporated Societies Act 1908 (the Act).

### 2. OBJECTS OF THE CLUB

2.1 To foster, encourage and control association football activities approved by the Club and for these purposes to enter and control teams in the competitions promoted by the various leagues and associations representing these activities in the Bay of Plenty Area and elsewhere.

2.2 To provide facilities for the training of teams and individuals conducive to attaining any of the objects of the Club.

2.3 To acquire in the name of the Club by purchase, lease or otherwise any property real or personal and any buildings which the Club may from time to time think proper and to enter into and carry out the contracts and agreements for that purpose.

2.4 To sell or otherwise dispose of any property, real or personal, belonging to the Club and to surrender any lease held by it and to enter into and carry out contracts and agreements for that purpose.

2.5 To alter, add to and maintain any building erected in the Club’s name.

2.6 To invest and use the funds of the Club in any such manner as it shall think fit, provided such use does not result in any pecuniary gain for members.

2.7 To borrow or raise or secure the payment of money in such manner as the club shall think fit.



2.8 To make, amend or rescind such regulations as it shall deem necessary or expedient for the proper conduct of the Club's affairs.

2.9 To carry out other activities as the Club in general meeting may decide, including the promotion of other sporting and recreational activities provided that all such other activities shall not denigrate from the other objects and powers listed herein, in particular the principal objects in Rule 2.11 above.

2.10 Pecuniary gain is not an object of the Club.

### **3. STATUS OF RULES AND PARTICULARS**

3.1 These Rules form a binding agreement between the Club and each member of the Club.

3.2 To the extent that there is any inconsistency between these Rules and any provision of the Act, the provisions of the Act will prevail.

3.3 In these Rules, the following terms have the following meanings:

"AGM" means an annual general meeting of members of the Club held in accordance with Rule 9.

"Balance Date" means 30 September

"Committee" means the Club Committee comprising:

- A President
  - A Vice President
  - An Immediate Past President
  - A Secretary
  - A Treasurer
- (together comprising "Club Officers");  
and up to 10 other members ("Committee Members")

"Membership Application" means the Membership Application form to be completed by any prospective member, in the form as approved by the Committee from time to time.

"Membership Register" means the register of all current members of the Club maintained by the Club Secretary.

"Person" means an individual, a company or a body corporate, whether incorporated or not.

"Rules" means these Rules.

"SGM" means a special general meeting of members of the Club held in accordance with Rule 9.



## **4. REGISTERED OFFICE**

4.1 The Registered Office of the Club is the home of the Secretary, or such other place as shall from time to time be decided by the Club Committee and noted on the Register of Incorporated Societies maintained by the Companies Office.

4.2 Notice of the situation of such office, and any change of the address of the Registered Office, shall be given to the Registrar of Incorporated Societies as required.

## **5. CLUB MEMBERSHIP**

5.1 The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

5.2 Any person who wishes to be a member must apply on the Membership Application form and deliver it to the Club. Membership shall be at the sole discretion of the Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

5.3 All players registered with the club shall be deemed to be members of the Club.

5.4 All parents or guardians of players (as named on those players' registration forms) will be deemed to be members of the Club.

5.5 All persons serving on the Club Committee will be deemed to be members of the Club.

5.6 In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

5.7 Waikato-Bay of Plenty Football and New Zealand Football shall be given access to the Membership Register on demand.

5.8 Persons applying to transfer from another football club shall be required to comply with the rules of the Federation applying to such transfers.

5.9 All members shall uphold the good name of the Club at all times and shall abide by the club code of conduct. Members bringing the Club into disrepute in any way may be expelled at the discretion of the Committee. There shall be no appeal procedures.



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5.10 Life Membership: Any member may nominate any other member of the Club for Life Membership of the Club. The nomination for life membership, including reasons for nomination, shall be made in writing to the Committee who may in their absolute discretion recommend to the AGM of the Club the said member for election as a life member of the Club. Such election shall be by simple majority vote. Life members shall be exempt from paying subscriptions but shall retain voting rights at AGM's and SGM's.

## **6. ANNUAL MEMBERSHIP FEE**

6.1 An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable in full on successful application for membership, annually by each member. A member shall not be added to the Membership Register until payment in full has been received by the Secretary or the Treasurer. The membership year shall be from March 1st each year until the last day of February of the following year.

Successful applications for membership after July 1st in any year will be eligible for a reduced membership fee, at the rate of 50% of the annual fee, allowing for membership until the end of that membership year. Fees shall be refundable at the discretion of the Committee.

6.2 The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

## **7. RESIGNATION AND EXPULSION**

7.1 A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation.

7.2 Any member in breach of the Rules may have their membership terminated by the Club Committee.

7.3 The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.

7.4 The Club Committee shall provide any expelled member with written notice of the Committee's decision, together with reasons.



## **8. CLUB COMMITTEE**

8.1 The Club Committee shall be elected at each AGM.

8.2 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a SGM. One person may hold no more than two Club Officer positions on the Club Committee at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.

Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The President of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the President or, if the President is not present within 30 minutes of the scheduled start time for the meeting, the Vice-President.

The quorum for the transaction of business of the Club Committee shall be five. No business may be transacted at a meeting unless a quorum is present.

If a quorum is not present within 30 minutes of the scheduled start time of the meeting, the meeting will be adjourned to such date and time as fixed by those Officers and Committee Members who are present at the meeting.

8.3 The chairperson of the Club Committee meetings may adjourn a meeting from time to time, and from place to place if considered necessary or desirable, provided that no business can be conducted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.

8.4 Voting shall be decided by the showing of hands unless a ballot is called for.

8.5 Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

8.6 Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than six meetings a year.

8.7 An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

8.8 Save as provided for in the rules and regulations of the Federation and New Zealand Football, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8.9 The Club Committee reserves the right to decide on any event or situation not covered by the Rules.



## **9. ANNUAL AND SPECIAL GENERAL MEETINGS**

9.1 An AGM shall be held not later than 31st October each year to:

- (a) receive a report of Club activities over the year;
- (b) receive a report of the Club's finances over the year;
- (c) elect the members of the Club Committee;
- (d) consider any other business.

9.2 A SGM may be called by the Committee or by any five members who are over the age of 18 years by notice in writing signed by them and forwarded to the Secretary.

9.3 The Secretary shall give not less than fourteen days notice of each AGM and SGM and such notice may be either by circular (including e-mail notification to refer to the Club website) or by advertisement in the Bay of Plenty Times newspaper or other local newspaper. Such circular or advertisement shall include the place, date and time of such meetings. Notice will be deemed to have been given on the date of any email sent by the Secretary or the date of publication of any advertisement published in the Bay of Plenty Times.

Further details, including an agenda paper specifying the nature of business to be transacted, will be placed on the Club website, and will be delivered to any member requesting such information. Delivery will be deemed to have occurred when posted, or left at the members last known address or place of residence.

9.4 The President, or if the President is not present within 30 minutes of the scheduled start time for the meeting, the Vice-President, shall chair the AGM or SGM. Each member present shall have one vote and motions or resolutions shall be passed by a simple majority. In the event of an equality of votes the chairperson of the meeting shall have a casting vote.

9.5 The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of the AGM or SGM (as the case may be) into the Minute Book of the Club.

9.6 Five or more members who are over the age of 18 years shall constitute a quorum at any general meeting. No business may be transacted at a meeting unless a quorum is present. If a quorum is not present within 30 minutes of the scheduled start time of the meeting, the meeting will be adjourned to such date and time as fixed by those members who are present at the meeting.

9.7 The chairperson of the AGM or SGM (as the case may be) may adjourn a meeting from time to time, and from place to place if considered necessary or desirable, provided that no business can be conducted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.

9.8 Nominations for election of members as Club Officers or as Committee Members shall be made by a proposer and seconder, both of whom must be existing members of the Club.



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9.9 Every motion or resolution submitted to the meeting shall be decided by the showing of hands unless a ballot is called for.

9.10 Except where otherwise stated in these Rules a motion or resolution shall be carried by a simple majority of members (excluding all those under 18 years of age) personally present and voting.

9.11 Notices of motion to be considered at an AGM or SGM, including nominations for Club Officers or Committee Members, shall be delivered to the Secretary not less than 7 days before the date of the AGM or SGM. Formal notice of any motion shall not necessarily be required, but if notice is not given as herein provided the business shall not be dealt with until after any notice of motion as been considered.

9.12 Order of Business for AGMs:

1. Apologies
2. Minutes of previous AGM
3. Matters Arising
4. President's Report
5. Financial Report
7. Election of President
8. Election of Vice President
9. Appointment of Immediate Past President
10. Election of Secretary
11. Election of Treasurer
12. Notices of motion
13. General Business

9.13 These Rules shall not be added to, cancelled or altered in any way save at an AGM or SGM and in accordance with Rule 18.

9.14 Immediately after the AGM or SGM, the Secretary shall inform the Federation of the name and address of the President, Secretary and Treasurer. Any change of these officials shall be advised immediately to the Federation.



## **10. CLUB FINANCES**

10.1 A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the President, the Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories, or by online banking authorised by two of the three designated signatories.

10.2 All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

10.3 The income and assets of the Club (the Club Property) shall be applied only in furtherance of the Objects of the Club.

10.5 The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

10.6 The Club shall prepare an annual Financial Statement in accordance with generally accepted accounting principles and shall make such Financial Statement available to the Federation and New Zealand Football from time to time, upon request.

10.7 The Club Committee must arrange for annual accounts of the Club to be promptly prepared in accordance with generally accepted accounting principles after the Balance Date each year.

10.8 The Treasurer shall submit at the Annual General Meeting the annual accounts prepared in accordance with Rule 10.7. The Treasurer and / or the Club Committee may request the assistance of an accountant or accounting officer with the compilation of the financial statements to be presented to the Annual General Meeting.

10.9 Additional bank accounts or term deposits can be opened as required to maximize the interest return on deposits.

10.10 An additional bank account, flagged with a single signatory, can be opened for the purpose of attaching no more than two debit cards to be used for small purchases for BBQ supplies and property repairs. To minimize risk the Club Committee will determine the maximum amount that can be kept in the account.

## **11. FINANCIAL YEAR**

The financial year of the Club shall commence on 1st October and conclude on 30th September next.



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## **12. AUDIT**

No auditor shall be elected at the AGM unless five members request that the financial statements be audited, however the financial statements may be scrutinised by an accountant if the Club Committee so requests.

## **13. SECRETARY**

13.1 The Secretary shall conduct the correspondence and have custody of documents belonging to the Club, except those which may be deposited with the Club's bankers, accountants or lawyers.

13.2 The Secretary shall whenever possible notify members of the Committee at least three clear days prior to any meeting of the Committee, and shall keep full and correct minutes of all Club Committee, AGM's and SGM's and shall produce them at all meetings, as applicable, and shall file all records and communications connected with the Club.

## **14. TREASURER**

14.1 The Treasurer shall be responsible for maintaining proper books of account for presentation to the auditors as required.

14.1.2 The Treasurer shall submit a financial statement at each Club Committee meeting, and a full and complete financial report at the relevant AGM.

## **15. RETIREMENT OF OFFICERS**

15.1 The Secretary and Treasurer on their retirement from office shall hand to their successors any property belonging to the Club, including but not confined to: all books, papers and documents in their possession and a supplementary balance sheet.

15.2 All Committee Members on their retirement from office shall hand to their successors any property belonging to the Club, including but not confined to: all books, papers and documents in their possession.

## **16. CLUB COLOURS**

All teams representing Blue Rovers Junior Football Club at Grade 8 and above shall wear the Club colours. The Club colours are those which may be approved by the Committee or by members at an AGM or SGM.



## **17. COMMON SEAL**

17.1 The Common Seal of the Club shall be affixed to any necessary document in the presence of the President or Secretary and one other member of the Club Committee, who shall append their signatures as witnesses.

17.2 The Common Seal will be kept by the Secretary.

## **18. ALTERATIONS TO RULES**

18.1 No Rule of the Club shall be repealed or altered and no new rule be made save by a two-thirds majority of the vote of the members present at an AGM or SGM. However, no addition to, nor alteration nor recession of the Rules shall be approved if it affects the non-profit aims, or Rules 19 or 20.

18.2 Twenty-one clear days notice of the intention to propose any new Rule, amendment or recession shall be given to the Secretary who shall give notice of the same to all members in the same manner as provided for in Rule 9.3 above. In accordance with the regulations governing Incorporated Societies, alterations to the Club Rules will not take effect until they have been registered by the Registrar of Incorporated Societies at the Ministry of Economic Development, and until then they cannot be used.

18.3 Every alteration to these Rules must be in writing; signed by at least three members; and delivered to the Registrar of Incorporated Societies, together with a certificate by a Club Officer or a solicitor, certifying that the alteration has been made in accordance with these Rules.

## **19. PECUNIARY GAINS**

19.1 No member of the Club or the Club or any person associated with a member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

19.2 Any such income paid shall be reasonable and relative to that which would be paid at an arm's length transaction (being the open market value).

## **20. WINDING UP**

20.1 The Club may be wound up upon a resolution to that effect being carried by a simple majority of members present at an AGM or SGM called for that purpose and confirmed at a subsequent SGM called for that purpose and held not earlier than thirty days after the date on which such resolution was passed.



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20.2 If upon winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Club but shall be given or transferred to some other club or association having objects similar to the objects of the Club, or to some other charitable organisation or purpose, within New Zealand, as may be resolved or decided upon at the meeting confirming such resolution.

Alternatively, any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Federation who shall determine how the assets shall be utilised for the benefit of junior Association Football within the Western Bay of Plenty.

## **21. INDEMNITY**

21.1 Every Club Committee Member who does any act in pursuance or intended pursuance of any provision of these Rules or any regulations made by the Club shall be indemnified by the Club against all losses and expenses incurred by them in connection with the discharge of their duties, unless the act was done in bad faith or without reasonable care.

21.2 Neither the Club nor any member of the Club shall be held liable for any injury to any player playing in a competition arranged by the Club.

## **22. CONFIDENTIALITY**

The affairs of the Club are confidential and members must not disclose them to any third party except for the purposes of obtaining professional advice, or to the extent required by law.