SWINBURNE FC CONSTITUTION

AMENDED IN 2025

ABN: 56 755 269 629

CONSTITUTION OF SWINBURNE FOOTBALL CLUB

Adopted on December 17, 2024

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1. NAME

1.1 The name of the organisation is Swinburne Football Club (Swinburne University Football Club Inc)

1.2 The Club's primary colors are **red, white** & **black** with yellow and green as secondary colours, honoring the Club's early days when these were the original colours.

2. PURPOSE AND OBJECTIVES

The objectives of the Club are:

2.1 To represent the Club in competitive football leagues and tournaments.

2.2 To provide opportunities for participation in football for players of all genders, abilities, and ages.

2.3 To encourage sportsmanship, teamwork, and respect among members.

2.4 To promote, foster, and develop football in the wider community.

2.5 To contribute positively to local communities.

3. MEMBERSHIP

3.1 **Eligibility**: Membership is open to anyone who supports the objectives of the Club.

3.2 **Categories of Membership**:

a. Playing Members (senior, youth, women's, and reserves teams).

b. Non-Playing Members (supporters, committee members, volunteers).

c. Life Members (awarded at the discretion of the Committee).

d. Paying members (individuals who purchase a paid membership, granting them voting rights).

3.3 **Membership Fees**:

Fees shall be reviewed and determined annually by the Executive Committee.

3.4 **Code of Conduct**:

All members must adhere to the Club's Code of Conduct.

4. LIFE MEMBERSHIP

4.1 PURPOSE OF LIFE MEMBERSHIP

Life Membership is the highest honor Swinburne Football Club can bestow, recognising individuals who have made exceptional and sustained contributions to the Club.

4.2 ELIGIBILITY CRITERIA

To be eligible for Life Membership, nominees must meet the following criteria:

a. **Minimum Years of Service**: At least **10 years** of continuous or cumulative service to the Club as a player, coach, committee member, or volunteer, with at least **3 years served on the Committee**.

b. **Significant Contribution**: Demonstrated exceptional commitment, leadership, or achievement that has had a lasting positive impact on the Club's growth, culture, or success.

c. **Values Alignment**: The nominee must uphold and embody the Club's values, including respect, integrity, and community spirit.

4.3 NOMINATION PROCESS

a. Any current member may submit a nomination for Life Membership to the Secretary.

b. Nominations must include:

- The nominee's name and relationship to the Club.
- A detailed explanation of how the nominee meets the eligibility criteria.
- Supporting evidence, such as testimonials or records of service.

c. Nominations must be received at least **14 days before the AGM** for consideration.

4.4 APPROVAL OF LIFE MEMBERSHIP

a. The Committee will review all nominations and assess them against the eligibility criteria.

b. Life Membership is granted by a **two-thirds majority vote** of members present at the AGM.

c. Eligible members can be re-nominated for life membership if a vote fails.

4.5 BENEFITS OF LIFE MEMBERSHIP

a. Life Members are **exempt from annual membership fees**.

b. Life Members are entitled to attend all Club events free of charge and receive special recognition at major events.

c. Life Members may **vote at AGMs** and nominate for Committee roles.

4.6 REVOCATION OF LIFE MEMBERSHIP

a. Life Membership may be suspended or revoked by the Committee in cases where the individual's actions are deemed to have brought the Club into disrepute.

b. Suspension requires a **two thirds majority vote** of the Committee at a meeting.

c. Length of suspension may vary and is at the discretion of the Committee.

d. Revocation requires a **two thirds majority vote** of the Committee at the AGM.

5. GOVERNANCE

5.1 **The Committee**:

The Club shall be governed by a Committee, responsible for overseeing its operations.

5.2 **Composition of the Committee**:

The Committee shall consist of consist of Key Positions which form the Executive Committee:

- **Executive Committee Members:** President, Vice President, Secretary, Treasurer. (Positions can be vacant, added or removed at the discretion of the committee during an AGM)
- **General Committee Members**: Director of Football, Operations Manager.

At each AGM new General Committee roles can be created at the discretion of the committee as well as roles being removed as see fit.

5.3 **Election of Committee Members**:

a. Committee members shall be elected at the Annual General Meeting (AGM).

b. Candidates must be moved in by a majority vote of active members at the AGM.

c. Only present (include online) members are eligible to vote.

5.4 **Responsibilities of the Committee**:

a. Manage the Club's affairs, including finances, programs, and events.

b. Develop and enforce policies, including player registrations and team selections.

c. Represent the Club in dealings with external organisations such as Councils, local businesses and local governments.

6. MEETINGS

6.1 **Annual General Meeting (AGM)**:

a. The AGM shall be held annually at a date determined by the Committee after the season concludes but before next season's start (generally October – December).

b. The agenda shall include:

- President's Report
- Treasurer's Report
- Election of Committee Members
- General Business

6.2 **Special General Meetings (SGM)**:

a. An SGM may be called by the Committee or upon a request by at least **3 members or with the president's calling.**

6.3 **Committee Meetings**:

a. The Committee shall meet regularly (e.g., monthly) to discuss Club affairs.

b. Meetings may be held **in-person, online, or as hybrid sessions**, at the discretion of the Executive Committee.

7. FINANCES

7.1 The Club shall maintain a bank account in its name.

7.2 The Treasurer shall manage the Club's finances and provide regular financial reports to the Committee.

7.3 All expenditures must be authorised by the Executive Committee or as delegated

7.4 Any surplus funds shall be reinvested into the Club's activities.

8. TEAMS AND COMPETITIONS

8.1 The Club shall organise and manage teams to participate in local leagues and tournaments.

8.2 The competitions that the Club enter are at the discretion of the committee

8.3 Team selection shall be based on merit, fairness, and player availability.

8.4 The Club aims to maintain men's and women's teams and explore opportunities to expand into additional categories.

9. CODE OF CONDUCT

9.1 All members shall conduct themselves in a manner that reflects the values of the Club.

9.2 Disciplinary actions may be taken for breaches of the Code of Conduct, including warnings, suspension, or expulsion from the Club.

10. AFFILIATION

10.1 RELATIONSHIP WITH SWINBURNE UNIVERSITY

- Swinburne Football Club is formally affiliated with Swinburne University of Technology.
- This affiliation reflects a shared connection with the university community while maintaining the club's independence.
- The club is independently operated and not owned, governed, or managed by Swinburne University.
- The university has minimal involvement in the club's day-to-day activities, governance, or decision-making processes.
- Any collaboration between the club and the university will be conducted on a voluntary and mutually beneficial basis.

10.2 RELATIONSHIP WITH LOCAL COUNCIL

- The club is associated with the local council, which oversees Howard Dawson Reserve, the club's designated home ground.
- Swinburne FC utilises Howard Dawson Reserve for training, matches, and events and has access to storage facilities on-site for club equipment.
- The club values its collaborative relationship with the council and adheres to their policies and requirements for the use of community facilities.

10.3 OPTION TO RELOCATE HOME GROUND

- The club reserves the right to move its home ground at the discretion of the committee.
- This may include relocating to a different facility within the current council's jurisdiction or moving to another council's municipality.
- Any decision to relocate will prioritise the best interests of the club and its members.

10.4 EXPECTATIONS OF AFFILIATION

- The club commits to maintaining positive relationships with Swinburne University and the local council, respecting their policies, values, and facilities.

10.5 TERMINATION OF AFFILIATION

- The affiliation with Swinburne University may be reviewed or terminated by mutual agreement or upon appropriate notice by either party.

11. AMENDMENTS TO THE CONSTITUTION

11.1 The Constitution may be amended by a **two-thirds majority vote** at an AGM or SGM.

11.2 Proposed amendments must be submitted to the Secretary at least **14 days prior** to the meeting.

12. DISSOLUTION

12.1 The Club may only be dissolved by a resolution passed by a **two-thirds majority** at an SGM called for this purpose.

12.2 Upon dissolution, any remaining funds or assets shall be transferred to a like-minded organisation, charity or local sporting club as determined by the Committee.

13. ADOPTION

This Constitution was adopted by the members of Swinburne Football Club on 17th December 2024.

13.1 This Constitution was amended on 29 November 2025, pursuant to Section 11, to update Section 5.2 and reflect the new Committee structure as approved by members at the Annual General Meeting.