

# Riverstone Schofields Junior Soccer Football Club Inc

---



2 October 2017

Dear Member

**Re: Notice of Annual General Meeting**

On behalf of the Committee of Riverstone Schofields Junior Soccer Football Club Incorporated it gives me great pleasure to invite you to the 2017 Annual General Meeting of members.

The Annual General Meeting is to be held at club's clubhouse St Albans Road, Schofields on 1 November 2017 commencing at 7:00 PM.

Please find enclosed the Notice of Annual General Meeting together with Explanatory Memorandum.

Under the Club's current Constitution proxies are not permitted and as such if you are unable to attend the Annual General Meeting you will be unable to vote on the matters tabled at the meeting.

The Committee hopes that you will find the time to attend the Annual General Meeting and have your say in how you want the Club to operate.

Yours sincerely,

Mary Muscat  
Club Secretary

# Riverstone Schofields Junior Soccer Football Club Inc

---



## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (AGM) of the Riverstone Schofields Junior Soccer Football Club Incorporated (the Club) will be held on 1 November 2017, commencing at 7:00 PM. (EDST) at club's clubhouse St Albans Road, Schofields .

The attached Explanatory Memorandum should be read in conjunction with the Notice of AGM.

### Ordinary Business

**Item 1** – To confirm the minutes of the last preceding AGM;

**Item 2** – To consider and adopt the Annual Report of the Club for the year ended 30 September 2017;

**Item 3** – to elect the Management Committee of the Club;

### Special Business

### Any Other Business

To transaction any further business that may legally be brought before the meeting.

### Explanatory Memorandum

An Explanatory Memorandum to members follows this Notice of Annual General Meeting.

By Order of the Committee

Mary Muscat  
Club Secretary

2 October 2017

# Riverstone Schofields Junior Soccer Football Club Inc



## EXPLANATORY MEMORANDUM

This Explanatory Memorandum has been prepared for the information of members of the Club in connection with the business to be transacted at the Annual General Meeting of members of the Club to be held at club's clubhouse St Albans Road, Schofields on 1 November 2017 commencing at 7:00 PM. (EDST).

The purpose of the Explanatory Memorandum is to provide members with all information known to the Committee which is material to the business to be considered at the meeting and to a decision on how to vote on the Resolutions in the accompanying Notice of Annual General Meeting.

All of the Committee Members recommend members read the accompanying Notice of Annual General Meeting and this Explanatory Memorandum in full before making any decision in relation to the Resolutions.

### Ordinary Business

#### Item 1 – Minutes of the last preceding AGM

The minutes of the last preceding AGM will be read and members will have the opportunity to raise questions about those minutes

#### Item 2 – Annual Report

In accordance with the Club's By Laws it is a requirement that the Annual Report of the Club be laid before the meeting for consideration. There is no requirement for members to approve the reports, however the chairperson will allow a reasonable opportunity for members to ask questions or to make comments about the report.

A copy of the Club's Annual Report is available for review prior to the AGM. To review a copy of the Annual Report please contact the Club Secretary by email. Only electronic copies will be available.

#### Item 3 – Management Committee Elections

In accordance with Clause 15.4 of the Club's Constitution all current Committee Members of the Club cease to hold office and a new Management Committee is to be elected. In accordance with Clause 14 of the Club's Constitution the Management Committee comprises seven (7) members all of who must be Members of the Club.

Nomination for the Management Committee must be:

- a) In writing;
- b) Signed by two Individual Members of the Club;
- c) Certified by the nominee (who must be a Member of the Club) certifying their willingness to accept the position for which they are nominated; and
- d) Must be in the hands of the Secretary not less than seven (7) days before the date of the Annual General Meeting;

Nominations not received in accordance with (d) above may be accepted if approved by a majority of those in attendance at the meeting.

The Club's Constitution does not prescribe positions to Management Committee members but does permit Management Committee members to be allocated a portfolio. The current Management Committee have assigned the following portfolios:

- a) President –there are no pre-set qualifications for this portfolio and the responsibilities assigned to the person allocated to this portfolio include:
  - (i) acting as chairperson of all meetings;
  - (ii) acting as ex-officio on all committees of the BDSFA;
  - (iii) being responsible for all Committee Members and Officials carrying out their duties in accordance with the Club's Constitution

# Riverstone Schofields Junior Soccer Football Club Inc



- b) Vice President – there are no pre-set qualifications for this portfolio and the person assigned to this portfolio in the absence of the President takes on the responsibilities of the President;
- c) Secretary – there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
- (i) attending to all general business of the Club;
  - (ii) recording any action taken by the Management Committee;
  - (iii) attending to all correspondence;
  - (iv) preparing a report before the Annual General Meeting;
  - (v) acting as an ex-officio on all committees of the BDSFA;
  - (vi) attending to the publicity of all policies and issue of all statements and notices;
  - (vii) undertaking any other duties found necessary in carrying out their duties.
- d) Treasurer – there are no pre-set qualifications for this portfolio, however a general understanding of business is advantageous. The responsibilities of the person allocated to this portfolio include:
- (i) receiving all moneys and giving a receipt in return and to bank same into the Club's bank account as soon as practicable;
  - (ii) have charge of all bank accounts;
  - (iii) pay all accounts passed for payment;
  - (iv) produce the bank books at each Management Committee Meeting and General Meeting of Members;
  - (v) ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditures;
  - (vi) prepare annual financial statements and submit same to be audited by the Club's nominated auditor;
  - (vii) to submit the audited financial statements to the Annual General Meeting;
- e) Registrar– there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
- (i) receive and check all applications for registration as a player or official of the Club;
  - (ii) keeping a record of all registered players and officials of the Club;
  - (iii) maintaining a register of defaulting, suspended and or other ineligible players or officials or other persons;
- f) Competition Secretary – there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
- (i) arranging all competitions and fixtures are directed by the BDSFA or Management Committee;
  - (ii) authorising the abandonment of all or any fixtures, or deferment of any fixtures due to abnormal circumstances;
  - (iii) notifying all managers and or coaches of all competitions and fixtures, including any amendments thereto;
  - (iv) acting as an ex-officio of all sub-committees dealing with competitions or fixtures