

Dodges Ferry Football Club Incorporated

By-Law: General Administration

1. Purpose

This by-law establishes the general administrative framework for the Dodge's Ferry Football Club Incorporated ("the Club"), ensuring effective, transparent, and consistent management of club operations in accordance with the Club's constitution.

2. Scope

This by-law applies to all Club members, Directors, committees, staff, and volunteers involved in the administration and management of the Club.

3. Administrative Responsibilities

- The Board (Directors) is responsible for the overall management and administration of the Club's affairs, except for matters reserved for General Meetings or as otherwise provided in the constitution.
- The Board may delegate administrative duties to committees, sub-committees, or staff as deemed appropriate.
- The Secretary is responsible for maintaining Club records, correspondence, and the register of members.
- The Treasurer is responsible for managing Club finances, including banking, payments, and financial reporting.

4. Meetings and Decision-Making

- The Board shall meet regularly to conduct Club business, with meetings convened by any Director as required.
- Notice of meetings must be given to all Directors, except those on approved leave of absence.
- Decisions at Board meetings are made by majority vote; the President does not have a casting vote in the event of a tie.
- Minutes of all meetings must be recorded and kept in accordance with the constitution and relevant legislation.

5. Committees and Delegation

- The Board may establish committees or sub-committees to manage specific areas of Club operations.
- Committees must operate within the terms of their delegation and report to the Board.
- Powers delegated to committees are considered to be exercised by the Board.

6. Record Keeping and Inspection

- The Club shall maintain accurate records of all meetings, decisions, financial transactions, and member information for a minimum of seven years.
- Members may inspect Club records as permitted by law and the constitution, subject to privacy and confidentiality requirements.
- The Board may impose reasonable conditions on the inspection of records or refuse inspection if not sought in good faith or for a proper purpose.

7. Service of Documents

- Documents and notices may be served on members personally, by post, or electronically, as per the constitution.
- Members may serve documents on the Club by delivering them to the registered office, by post, or electronically.

8. Financial Administration

- The Board shall ensure proper accounting and financial records are kept.
- Financial statements shall be distributed as required by law and the constitution.
- All payments, receipts, and negotiable instruments must be executed as determined by the Board.

9. Indemnity and Insurance

- Directors and the Public Officer are entitled to indemnity from the Club for liabilities incurred in their official capacity, except where prohibited by law.
- The Club may arrange insurance for Directors and the Public Officer as appropriate.

10. Review

This by-law shall be reviewed every three years to ensure ongoing compliance with the constitution and best practice in club administration.

References

- Dodges Ferry Football Club Incorporated Constitution
- Associations Incorporation Act 1964 (Tas)
- Corporations Act 2001 (Cth)

Adopted by resolution of the Board on [Date].

Ratified by Special Resolution at the Annual General Meeting on [Date].