



UniSA Eagles Gridiron Club Constitution

Endorsed at the general meeting of members held on [next AGM is March. 2015].

CONTENTS

1. CLUB NAME.....	2
2. PURPOSE	2
3. REGISTRATION TO UniSA SPORT.....	2
4. MEMBERSHIP OF THE CLUB.....	3
5. LIFE MEMBERSHIP and RETIRING JERSEYS CRITERIA.....	4
6. ALL EAGLES and HALL OF FAME CRITERIA.....	5
7. GENERAL MEETING OF MEMBERS.....	6
8. BOARD POSITIONS	6
9. ELECTION AND TERM OF OFFICE OF BOARD	7
10. RESPONSIBILITIES OF BOARD.....	7
11. PROCEEDINGS OF BOARD	7
12. DUTIES OF BOARD MEMBERS.....	8
13. FINANCIAL	9
14. DISCIPLINE.....	10
15. GRIEVANCE PROCEDURE.....	10
16. AMENDMENT.....	10
17. WINDING UP	10
18. DEFINITIONS AND INTERPRETATION	11
19. CESSATION OF UniSA AFFILIATION	11



1. CLUB NAME

The name of the Incorporated association is “Eagles American Football Club – trading as the UniSA Eagles Gridiron Club” (in this constitution, known as “**the Club**”).

2. PURPOSE

- 2.1 The purpose of the Club is to assist UniSA Sport by operating a sporting or recreational club for the primary benefit of students, and assist in building the profile and benefits of sport at the University by:
- (a) conduct, encourage, promote, advance and administer gridiron throughout South Australia, the University of South Australia and Australia;
 - (b) act, at all times, on behalf of and in the best known interest of the members and UniSA Eagles Gridiron Club in the University of South Australia;
 - (c) affiliate and otherwise liaise with Gridiron South Australia, Gridiron Australia and the International Federation of American Football, of which the Club is a member and adopt their rule and policy frameworks to further these objects;
 - (d) abide by, promulgate, enforce and secure uniformity in the application of the rules of gridiron;
 - (e) advance the operations and activities of the Club throughout the University of South Australia and wider South Australian community;
 - (f) have regard to the public interest in its operations; and
 - (g) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.
- 2.2 The Club may only use its income, assets and profit for its purpose.
- 2.3 The Club must not distribute any profit, income or assets directly or indirectly to its members.

3. REGISTRATION TO UniSA SPORT

The Club shall be required to meet conditions throughout their existence to commence and maintain their registration as a club of UniSA Sport. The conditions are:

- 3.1 Assist UniSA Sport by operating a sporting or recreational club for the primary benefit of students, and assist in building the profile and benefits of sport at the University;
- 3.2 At all times, not have fewer than 10 active members, with the majority of active members being current UniSA students;
- 3.3 Provide details of all current Club members, including identification of current students and non-students, via the prescribed method;
- 3.4 Provide UniSA Sport with the Club Constitution, as approved by the Club’s members;
- 3.5 Provide a list of current Club Boards, annual reports and statement of accounts;
- 3.6 Hold all Club funds in a bank account in the name of the Club which is controlled by the Club’s Board, including at least two signatories to access funds;
- 3.7 Comply and uphold at all times with policies of UniSA Sport, University of South Australia and Australian University Sport; and
- 3.8 Comply with corporate governance requirements as set by UniSA Sport from time to time.



4. MEMBERSHIP OF THE CLUB

- 4.1 Membership of the Club is open to all:
- (i) current UniSA students
 - (ii) financial players and staff and
 - (iii) general public
- who:
- (a) support the purpose of the Club; and
 - (b) pay the membership fee (subject to clause 4.2).
- 4.2 The Treasurer must keep a register of members, which shows the date on which each member last paid their membership fee (if any).
- 4.3 Club membership is current for that calendar year only.
- 4.4 Members may resign in writing to the Club Secretary.
- 4.5 The Secretary and UniSA Sport must make copies of this Constitution freely available to members on request.
- 4.6 All players (Junior and Senior) are considered members of the club upon complete payment of fees each calendar year, within the time prescribed by the Club.
- 4.7 All membership fees will be determined by the Board annually and are subject to review.
- 4.8 The Board may expel or penalise a member from the Club, if in the opinion of the Board, the members conduct is discreditable or injurious to the character of the Club or sport of gridiron.
- 4.8.1 Before any member is expelled, otherwise punished or penalised, their conduct shall be enquired into by the Board. The member shall be given particulars of the charge in writing and the opportunity to defend themselves, to justify or explain their conduct. A quorum must be established and the majority of the Board present when the matter is enquired into. If it is the decision of the Board that the member has been guilty of such conduct or action the Board may expel or suspend the member from membership or otherwise punish or penalise the member.
- 4.8.2 Should any member fail to appear at any enquiry conducted under clause 4.8.1, or any adjournment thereof, the Board may proceed in the member's absence to conduct the said enquiry.
- 4.8.3 Should any member be charged as in clause 4.8.1 be under the age of eighteen, that member is entitled to representation by a parent/guardian or an advocate during the proceedings.
- 4.9 Membership shall cease upon;
- a) Written resignation handed to the Board
 - b) Failure to renew membership within the prescribed time
 - c) Expulsion within section 4.8
- 4.10 Any person ceasing to be a member of the Club shall not be entitled to the return or refund of their membership subscriptions or any portion thereof.
- 4.11 Any person ceasing to become a member who has equipment, information or outstanding monies owed to the club will be followed up first by the President, then small claims court to recover the costs to the Club.



5. LIFE MEMBERSHIP and JERSEY RETIREMENT CRITERIA

LIFE MEMBERSHIP CRITERIA

- 5.1 Life Membership is the highest honour given to a member of the Eagles in recognition of their servitude of the Eagles as a positive role model across all domains.
- 5.2 Life Membership awarded, given that;
 - a. The person nominating the potential life member is a full financial member of the Club.
 - b. The nominee has given at least five (5) years of service in any aspect of the Club.
 - c. There is clear evidence provided that the nominee has given outstanding service or made an outstanding contribution to the Club in less than five (5) years.
 - d. Such nominations clearly outline the reasons for nomination of life membership by addressing the following criteria
 - a) Total years of service
 - b) Roles held within the Club
 - c) Specific examples of how the person has improved the Club
 - d) What lasting impact the person has made on the Club
- 5.3 Life Members and Hall of Fame award winners will be invited to vote on Life Membership to determine eligibility and the outcome.
- 5.4 A maximum of one Life Membership will be issued each calendar year
- 5.5 The presentation of Life Membership will occur at the annual Eagles Gala Night
- 5.6 Nominations for retiring the Jersey number must be received a minimum of (2) two months prior to the Eagles Gala Night.
- 5.7 Under no circumstances may life membership be cancelled or rescinded.

JERSEY RETIREMENT CRITERIA

- 5.8 Retiring a Jersey number is the highest honour given to a player for their on-field career
- 5.9 Jersey numbers shall be retired upon a vote of, and at the discretion of the Board, given that;
 - a. The person nominated the nominating the potential jersey retirement is a full financial member of the Club.
 - b. The nominee has played at least five (5) years of gridiron for the Club.
 - c. Such nominations clearly outline the reasons for the player to have their jersey retired by addressing the following criteria;
 - a) Years playing for the Club
 - b) Awards won while playing for the Club
 - c) Representative teams played for while part of the Club
 - d) Examples of on-field leadership
 - e) Reasons the player is set apart from their team mates
- 5.10 A maximum of one Jersey number may be retired each calendar year
- 5.11 The retirement of a Jersey number will occur at the annual Eagles Gala Night
- 5.12 Nominations for retiring the Jersey number must be received a minimum of (2) two months prior to the Eagles Gala Night.
- 5.13 These above criteria are the deemed minimum requirements. In exceptional circumstances these may be waived at the discretion of the Board.
- 5.14 Life Members and Hall of Fame award winners will be invited to vote on Jersey Retirement to determine eligibility and the outcome.
- 5.15 A Retired Jersey number be returned to active use once retired, unless;
 - 5.15.1 The player whose number has been retired, gives their express permission for a player to wear the number, with the number returning to retirement after this has passed.



6. HALL OF FAME CRITERIA

- 6.1 The Hall of Fame honours the players to ever play for the Eagles.
- 6.2 The second Hall of Fame submissions will occur in 2020, the third Hall of Fame will be held in 2026 (with the All Eagles Event) and will occur every 5 years from that point. Each decade the event will coincide with the All Eagles night.
- 6.3 All players who have not been inducted into the Hall of Fame are eligible for nomination.
- 6.4 Players already in the Hall of Fame are not eligible to be inducted twice.
- 6.5 Each nomination form may only include (3) three nominations.
- 6.6 There will be no more than 3 players inducted into the Hall of Fame at each time.
- 6.7 Nominations will be accepted from those who have served the Eagles for more than 3 years as any combination of President, Head Coach, Life Members, players with Jersey Numbers retired, All Eagles players and long serving players or Gridiron SA community members.
- 6.8 The Voting Committee will be established by the Eagles President three months prior to the event occurring.
- 6.9 The Voting Committee will be chaired by the current Eagles President, who will tally all votes received by the nomination deadline to present to the Voting Committee for a final decision.
- 6.10 The Voting Committee will consist of invited Life Members, Players with Retired Jersey Numbers and Hall of Fame Members who make themselves available for the day or submit a vote.
- 6.11 In order to eligible to be nominated to be inducted into the Hall of Fame, a player must;
 - a) Have played a minimum of 5 years for the any Eagles Senior (18+ years old) team
 - b) Only be judged on their time playing for the Eagles (other team games are irrelevant)
 - c) Display skills during their Eagles career that excelled when compared to opponents
- 6.12 The Voting Committee may choose not to award a Hall of Fame position of the consensus in voting decides there is not 3 players worth of being enshrined into the Hall of Fame.

**7. ALL EAGLES CRITERIA**

- 6.4 The initial All Eagles team represents the best players from the 1986-2015 generations and span Eagles players who played across all colour schemes and versions of the Eagles history.
- 6.5 The second All Eagles team will be named in 2026 and each decade from this point onwards and cannot include players who have been previously voted into a previous All Eagles team.
- 6.6 Each time an All Eagles team is voted, all players who have not previously been named are eligible to be inducted into the team of that generation.
- 6.7 Nominations will be accepted from those who have served the Eagles for more than 3 years as any combination of President, Head Coach, Life Members, players with Jersey Numbers retired, All Eagles players and long serving players or Gridiron SA community members.
- 6.8 To be inducted into an All Eagles team, a player must meet these eligibility requirements;
- a) Have played a minimum of 2 years for the any Eagles Senior (18+ years old) team
 - b) Only be judged on their time playing for the Eagles (not other teams)
 - c) Display skill on the field superior to that of their team mates on the field
 - d) Be inclusive of previous outstanding Eagles players who may have started or finished their careers with other teams
 - e) Must only be voted in at one position.
- 6.9 Each nomination form may only include (3) three nominations per position.
- 6.10 The positions to awarded from the nominations will be Quarterback (1), Running Back (1), Full Back (1), Wide Receiver (2), Tight End (1), Offensive Tackle (2), Offensive Guard (2), Centre (1), Defensive End (2), Defensive Line (2), Line Backer (3), Corner Back (2), Safety (2), Punter (1), Kicker (1), Kick/Punt Returner (1) and Head Coach (1).
- 6.11 The Voting Committee will be established by the Eagles President three months prior to the event occurring.
- 6.12 The Voting Committee will be chaired by the current Eagles President, who will tally all votes received by the nomination deadline to present to the Voting Committee for a final decision.
- 6.13 The Voting Committee will consist of Life Members, Players with Retired Jersey Numbers and Hall of Fame Members who make themselves available for the day or submit a vote.
- 6.14 The Voting Committee may choose not to award a position for the given generation if there are no players who are deemed to be suitable (e.g. no Full Back used significantly)
- 6.15 At the discretion of the Voting Committee, a total of (2) two extra positions may be awarded if there are substantially talented players who cannot be separated by debate and voting.
- 6.16 The All Eagles team will be awarded at a Black Tie celebratory night that may include Hall of Fame Awards, but no other regular events (such as pre or post season awards nights).



7. GENERAL MEETING OF MEMBERS

- 7.1 The Board must call at least 6 General Meetings of members each year, including the Annual General Meeting (in this constitution, known as “AGM”).
- 7.2 The AGM must be held before June 30th each year. Its business includes:
- a) to confirm the minutes of the last AGM and any subsequent General Meetings;
 - b) to consider reports from the Board members, including a minimum of:
 - i. Presidents Report
 - ii. Treasurers Report
 - c) to elect the Board for the upcoming year; and
 - d) any other business of which notice has been given.
- 7.3 The Board must appoint a returning officer at least 2 weeks before the AGM, who is responsible for the conduct of the Board elections.
- 7.4 The Board may call a Special General Meeting at any time, and must do so if requested in writing by at least two-thirds of members stating the business to be considered. The Special General Meeting must be held within 30 business days of a Board member request.
- 7.5 The Board must provide at least 30 days’ notice through a range of mediums, informing members of the date, time and place of all General Meetings. The notice must state the business to be considered, including any item that a member has previously requested the Secretary in writing be included. Only business of which notice has been given may be considered at the General Meeting. The Board must also advertise the meeting as far as practicable in any UniSA Sport publication/s generally available to students for at least 2 weeks before the meeting.
- 7.6 The President will be the Chairperson for General Meetings. If the President is not present, another Board member shall be appointed as the Chairperson.
- 7.7 Any person may apply in person or via proxy form for a position on the Board.
- 7.8 Each member present has one (1) vote. Proxy members may vote through using the Eagles Proxy Form and having this signed and witness by another member, who will bring the vote to the AGM and provide these to the secretary before the commencement of the meeting. Questions are decided by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.
- 7.8.1 Junior Players under the age of 18 at the time of the AGM will not be eligible to vote in the AGM until they are 18 years old.

8. BOARD POSITIONS

- 8.1 The Board of the Club consists of at least the following positions:
- a) President (Business Operations)
 - b) Vice-President (Football Operations)
 - c) Treasurer
 - d) Secretary
 - e) Community Engagement Manager
 - f) Football Development Manager
 - g) Information and Communications Manager
 - h) Equipment Manager
- 8.2 A General Meeting may establish other Board positions.
- 8.3 Board members may only hold 1 Board position at a time.
- 8.4 There will be a maximum of 8 Executive positions on the Board who may vote during key decisions. If there is a tie in any vote, the President holds the tie-breaking vote.



9. ELECTION AND TERM OF OFFICE OF BOARD

- 9.1 Board members may serve an unlimited number of terms.
- 9.2 All Board positions must be elected at the AGM.
- 9.3 Board members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.4.
- 9.4 Board members cease to hold office if:
 - (a) they resign by writing to the Secretary (or, in the case of the Secretary, to the President);
 - (b) they are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a General Meeting;
 - (c) they fail to attend 2 consecutive meetings of the Board without giving apology to the Board;
 - (e) UniSA Sport holds grievance with the Board member.
- 9.5 The Board may fill a single vacancy in its membership. If there is more than 1 vacancy, the Board must convene a General Meeting to fill the vacancies.
- 9.6 The Board must include a minimum of one (1) current UniSA student at all times.

10. RESPONSIBILITIES OF BOARD

- 10.1 The Board is responsible for the management of the Club, including its financial management.
- 10.2 The Board must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 11.2(e).
- 10.3 The Board is also responsible for:
 - (a) organising Club events;
 - (b) representing the Club and its members within UniSA Sport; and
 - (c) recommending policy to General Meetings.
- 10.4 The Board is bound by club policy and is subject to direction by General Meetings.

11. PROCEEDINGS OF BOARD

- 11.1 The Board must meet at least six (6) times during a calendar year.
- 11.2 At least five (5) business days' notice of the date, time and place of Board meetings must be given to each Board member.
- 11.3 The quorum for Board meetings is the presence of over half the Club's Board members at the time.
- 11.4 The Board may establish committees and delegate its powers as it thinks appropriate.



12. DUTIES OF BOARD MEMBERS

12.1 The duties of the President include:

- a) To coordinate Board members and Club members to stage Club activities.
- b) Chair all General and Board Club Meetings.
- c) Present an Annual Report at the club's AGM.
- d) Provide leadership and encouragement for the Committee.
- e) Act as the chief spokesperson for the club.
- f) Submit an Annual Report to UniSA Sport.
- g) Attend UniSA Sport Club Delegate meetings
- h) Maintain regular contact with the UniSA Sport office.

12.2 The duties of the Treasurer include:

- a) Keep a detailed record of all club transactions including all all income received and payments made by the Club
- b) Present a financial update to the Board each meeting.
- c) To present a profit and loss statement and balance sheet in the form of a financial report to the AGM and UniSA Sport for:
 - (i) the last financial year, and
 - (ii) the period since the end of the last financial year
- d) To prepare an annual budget for the Club.
- e) Collect and bank all income in an account.
- f) Prepare applications for grants from UniSA Sport or other bodies.
- g) Maintain regular contact with the UniSA Sport office.

12.3 The duties of the Secretary include:

- a) To arrange general and Board meetings and prepare agendas, papers, record minutes and take the necessary action to implement Committee decisions.
- b) Manage and conduct all correspondence connected with the club's activities.
- c) Maintain club records including a register of members
- d) Maintain regular contact with the UniSA Sport office.



13. FINANCIAL

- 13.1 As an affiliated club of UniSA Sport, all Club Board members are indemnified against any liability for actions undertaken on club business in their capacity as a Board member.
- 13.2 The financial year of the club is from 1 July to 30 June.
- 13.3 The membership fee will be set by the General Meeting under the following principals:
- a) Clubs may charge an annual membership fee at any amount determined by the Board at the previous year's AGM; and
 - b) All rights (including voting) of members who have not paid their membership fee by the date set by the Club Board are suspended until the fee is paid.
- 13.4 All income (including membership fees) received by the Club, and payments (i.e. invoices) made by the Club must be reported at least twice annually to UniSA Sport at times specified by UniSA Sport.
- 13.5 All payments made by the Club must be authorised by the President or Treasurer
- 13.6 The Board must ensure that the Treasurer:
- a) records all income received and payments made by the Club
 - b) keeps a register of all assets held by the club
- 13.7 All assets held by a club that is (a) disaffiliated or (b) becomes inactive for 12 months or more must be returned to Eagles American Football Club.
- 13.8 Board members may not spend Club money on products, services, events, entertainment, gifts, food or beverages for members of the Board without a formal motion from a General Meeting of members that outlines the type of expenditure, its value, its purpose and justification.



14. DISCIPLINE

- 14.1 The Club may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:
- breached, failed, refused or neglected to comply with a provision of this constitution, the regulations or any resolution or determination of the Club or any duly authorised committee;
 - acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the club and/or UniSA Sport; or
 - brought the club, any other member or UniSA Sport into disrepute.

That member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the regulations.

- 14.2 The Club may appoint a judiciary committee to deal with any disciplinary matter referred to it.

15. GRIEVANCE PROCEDURE

- 15.1 The grievance procedure in this clause applies to disputes between:
- a Club member and the Club; and
 - a Club member and another Club member
- 15.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 21 days after the dispute comes to the attention of all the parties.
- 15.3 If the parties are unable to resolve the dispute within 21 days, the Club may prescribe additional grievance procedures.

16. AMENDMENT

This Constitution may only be amended:

- by resolution passed by a two-thirds majority of members present and voting at a General Meeting of which notice in accordance with clause 5.5 (including of the proposed amendment) has been given; and
- with the approval of UniSA Sport.

17. WINDING UP

- 17.1 The Club may be wound up voluntarily by resolution passed by a two-thirds majority of members present and voting at a General Meeting of which notice in accordance with clause 5.5 (including of the proposed resolution) has been given.
- 17.2 If the Club is wound up (whether voluntarily or by a court), any remaining assets must not be distributed to any member, but must instead be returned to the Eagles American Football Club.



18. DEFINITIONS AND INTERPRETATION

In this constitution:

- a) a “UniSA Sport member” means a current financial member of UniSA Sport.
- b) references to meetings include meetings held by telephone conference and video conference; and
- c) references to written communications include email.
- d) The “Club” refers to the UniSA Eagles Gridiron Club

19. CESSATION OF UniSA ENROSEMENT/AFFILIATION

If the Eagles no longer are part of the University of South Australia or UniSA Sport for any reasons, including but not limited to the following;

- a) UniSA wishes to separate from the Eagles American Football Club
- b) The Eagles American Football Club wishes to separate from UniSA
- c) Unresolvable disagreements regarding the direction of the UniSA Eagles.
- d) The UniSA Eagles are unable to meet the student affiliation criteria required

All equipment, assets and information will continue to be the sole possession of the Eagles American Football Club without possibility of splitting these assets, regardless of nature or composition.

If affiliation does not continue to any reason, the University of South Australia and UniSA sport will have no claim to any physical or intellectual property of the Eagles American Football Club, which will always retain 100% all assets, rights and intellectual property without exclusion.

The Eagles American Football Club will also have no claim to facilities or assets owed by the University of South Australia or UniSA sport and will be required to re-apply for affiliation if desired or apply to hire grounds and facilities if desired.



UNISA SPORT



University of
South Australia

UniSA Eagles

Gridiron Club Constitution

