



UQ Football Society Bylaws

as of 31st September 2021

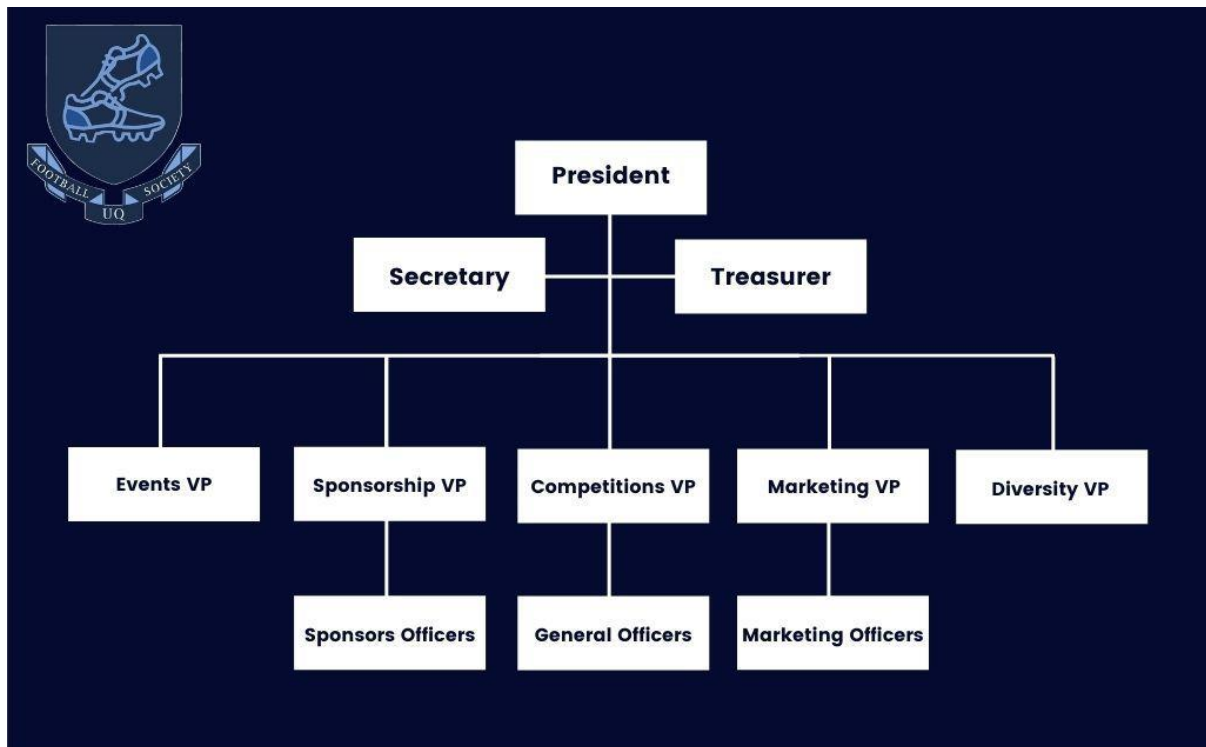
1. Status & Powers

- 1.1. As per the Association's Constitution, the Association must operate a set of Bylaws to supplement the Constitution. The Bylaws can be altered at any time by a consensus of the Management Committee.
- 1.2. The purpose of these Bylaws is to ensure the efficient management, operation and function of the Association. This allows for the regulation of the executive committee and their powers.
- 1.3. These Bylaws are binding on the Association, and its Executive members. However, a breach of the following regulations does not constitute a breach of the constitution.

2. Executive Responsibilities

- 2.1. All Executive members are required to be current members of the Association. All Executive members are required to apply, obtain or renew a Queensland Government Blue Card. Blue Cards must not expire before the end of the Executive member's term.
- 2.2. The Management Committee members must strive to attend all meetings - unless for exceptional circumstances - and organise materials and/or a proxy if unable to attend.
- 2.3. All Executive members are expected to respect and protect our members' privacy, and follow the procedure as per our privacy policy.
- 2.4. All Executive members must act in respect of and accordance with the aims, objectives, and policies of the Association and with its interests in mind. Executive members must not conduct themselves in a manner harmful or prejudicial to the Association or its interests.
- 2.5. All Executive members are expected to raise issues, concerns or complaints with the T3 of the Association in a timely manner.

3. Composition of the Executive



4. Role Descriptions

- 4.1. For the purpose of this section, these provisions act only as a guideline and should not be enforced against any Executive member.
- 4.2. Responsibilities of the President
 - i) Managing & overseeing all aspects of the Association;
 - ii) Holding the club and its members accountable;
 - iii) Directing and organising the Executive;
 - iv) Acting as the formal representative of the club; and
 - v) Retiring into the Returning Officer role to facilitate handover.
- 4.3. Responsibilities of the Treasurer
 - i) Managing & overseeing the accounts and the transactions of the Association;
 - ii) Maintaining financial records and a statement of financial position;
 - iii) Creating budgets for events and endeavours of the Association;
 - iv) Providing financial advice regarding expenditure and revenue; and
 - v) Ensuring the solvency of the Association and the completion of the Audit.
- 4.4. Responsibilities of the Secretary
 - i) Contacting members with updates, important information and marketing;
 - ii) Being the first point of contact for members & Executive;
 - iii) Contacting the Executive with updates, important information and directives;

- iv) Ensuring constitution, bylaws, terms & conditions, privacy policy & code of conduct are being adhered to;
 - v) Organising meetings, minutes and correspondence with the Union; and
 - vi) Being the face of the Association.
- 4.5. Responsibilities of the Vice President of Events
- i) Generating innovative ideas for Association events;
 - ii) Planning and organising events and their particulars, and designing event plans;
 - iii) Organising all required elements of the events, including legal, physical and online requirements; and
 - iv) Delegating responsibility for event tasks and utilising the general officer/s.
- 4.6. Responsibilities of the Vice President of Sponsorship
- i) Designing a sponsorship plan and philosophy;
 - ii) Updating and maintaining the sponsorship contract, prospectus and pitches;
 - iii) Obtaining monetary sponsors and partner businesses to work with the Association, and utilising the sponsorship officer/s to do so; and
 - iv) Organising and executing QPay and other partner business' promotions.
- 4.7. Responsibilities of the Vice President of Competitions
- i) Organise the social league competitions through UQ Sport;
 - ii) Forming and managing teams, ensuring the right numbers, diversity and culture;
 - iii) Utilising captains to establish training, ensuring numbers and that merchandise is received by players; and
 - iv) Delegating responsibilities for competition tasks and utilising the general officer/s.
- 4.8. Responsibilities of the Vice President of Marketing
- i) Designing or organising photography, graphics, posters, videos, advertisements and any other media necessary to market the Association;
 - ii) Running the online social pages, including Instagram, Facebook & LinkedIn, and utilising them to share content and build an active community;
 - iii) Designing a marketing plan and generating ideas to increase growth; and
 - iv) Delegating responsibilities for marketing tasks and utilising the marketing officer/s.
- 4.9. Responsibilities of the Vice President of Diversity
- i) Ensuring diversity is promoted and respected throughout the Association, and creating a strategy to drive diverse and international participation/membership.
 - ii) Promoting diversity throughout our teams, online social spaces and in person events.
 - iii) Generating innovative ideas for growing the diverse culture of the Association;
 - iv) Being the welfare officer of the Association.