



# UQ Football Society Bylaws

as of 24<sup>th</sup> June 2022

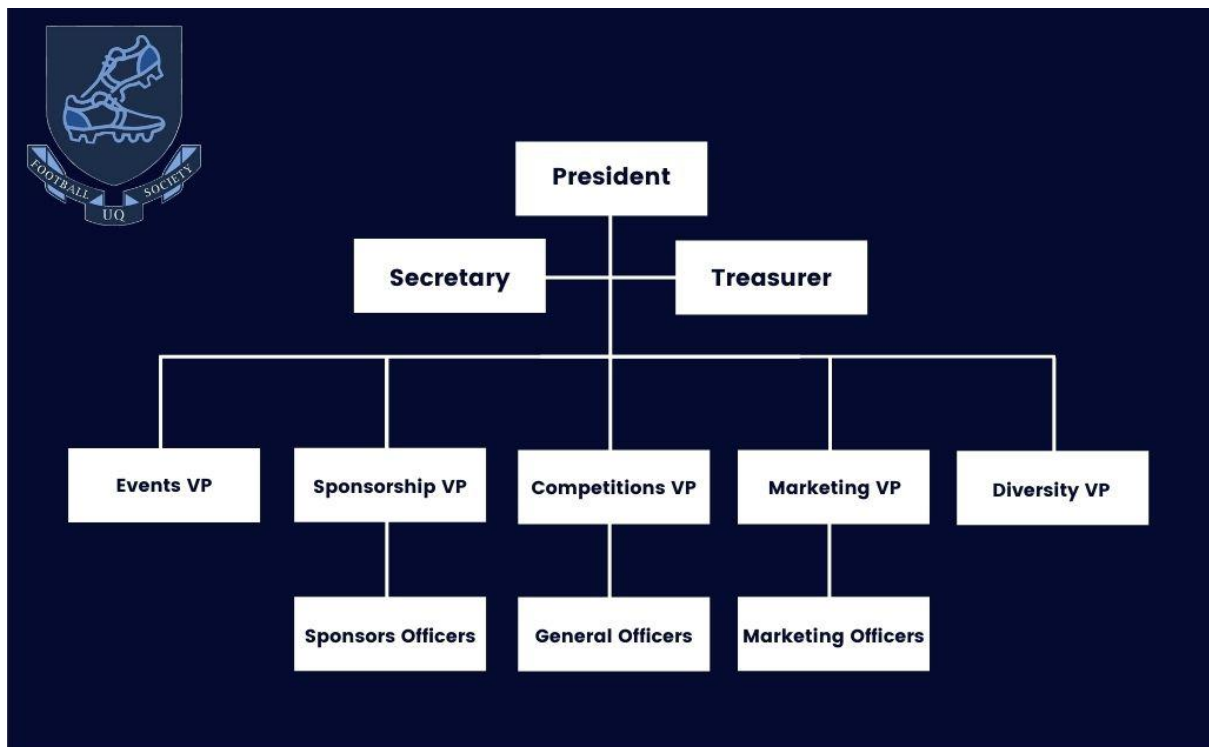
## 1. Status & Powers

- 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.

## 5. Conflicts of Interest

### 5.1. Purpose

- i) The purpose of this policy is to help management committee members of the Association to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the Association and manage risk.

### 5.2. Objective

- i) The Association's management committee aims to ensure that management committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the Association.

### 5.3. Definitions of Conflicts of Interest

- i) A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the Association.
- ii) Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).
- iii) It also includes a conflict between a management committee member's duty to the Association and another duty that the management committee member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- iv) These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Association.
- v) Therefore these situations must be managed accordingly.

### 5.4. Policy

- i) This policy has been developed to address conflicts of interest affecting the Association.
- ii) Conflict of interest are common, and they do not need to present a problem to the Association as long as they are openly and effectively managed.
- iii) It is the policy of the Association, as well as a responsibility of the management committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the Association.

### 5.5. The Association will manage conflicts of interest by requiring management committee members to:

- i) avoid conflicts of interest where possible
- ii) identify and disclose any conflicts of interest
- iii) carefully manage any conflicts of interest, and
- iv) follow this policy and respond to any breaches.

- 5.6. The management committee is responsible for:
- i) establishing a system for identifying, disclosing and managing conflicts of interest across the Association
  - ii) monitoring compliance with this policy, and
  - iii) reviewing this policy on an annual basis to ensure that the policy is operating effectively.
- 5.7. The Association must ensure that its management committee members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.
- 5.8. Identification and disclosure of conflicts of interest
- i) Once an actual, potential or perceived conflict of interest is identified, it must be entered into the Association's register of interests, as well as being raised with the management committee.
  - ii) Where every other management committee member shares a conflict, the management committee should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.
  - iii) The register of interests must be maintained by the Secretary. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).
- 5.9. Confidentiality of disclosures
- i) Disclosure will be limited to the Association's executive members, unless specifically requested to be kept confidential by the discloser, in which case it will be confidential upon the discloser and the T3. On the register, the confidential details of the conflict will be redacted.
- 5.10. Once the conflict of interest has been appropriately disclosed, the management committee (excluding the management committee member who has made the disclosure, as well as any other conflicted management committee member) must decide whether or not those conflicted management committee members should:
- i) vote on the matter (this is a minimum),
  - ii) participate in any debate, or
  - iii) be present in the room during the debate and the voting.
- 5.11. In exceptional circumstances, such as where a conflict is very significant or likely to prevent a management committee member from regularly participating in discussions, it may be worth the management committee considering if it is appropriate for the person conflicted to resign from the management committee.
- 5.12. In deciding what approach to take, the management committee will consider:
- i) whether the conflict needs to be avoided or simply documented
  - ii) whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making

- iii) alternative options to avoid the conflict
  - iv) the Association's objects and resources, and
  - v) the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Association.
- 5.13. The approval of any action requires the agreement of at least a majority of the management committee (excluding any conflicted management committee member/s) who are present and voting at the meeting.
- i) The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.
- 5.14. If the management committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.
- i) If it is found that this person has failed to disclose a conflict of interest, the management committee may take action against them, as this may be considered a serious breach of the Bylaws - warranting a breach of the constitution. This may include seeking to terminate their relationship with the Association.
  - ii) If a person suspects that a management committee member has failed to disclose a conflict of interest, they must report to the T3 as soon as practicable.