

Maroondah Soccer and Darts Association

Operating agreement between Maroondah Social Drats Association and
Croydon City Arrows Soccer Club.

From this point forward the clubs will be referred to as:

[Maroondah Soccer and Darts Association] MSDA

[Maroondah Social Darts Association] Darts

[Croydon City Arrows Soccer Club] Soccer

The committee and their duties:

There are to be three committee members each from the Darts club and the Soccer clubs. These committee members are to be nominated by their own club. The other club should have no influence on this decision

The President and Secretary are to be from either of the clubs but not the same club. After the end of two years term the president and secretary are then to be made up of members from the opposite club from which is then held

The Treasurer can be from either club

General meetings must be held every second month, unless voted by the committee to be held over for one extra month

If a vote is to be taken. The chairperson holds the deciding vote and must vote with the minority to cause a hung vote. If the committee has a hung decision, the item must be held over until the next general meeting, at which time a discussion must precede a vote, if the decision is still hung, an extraordinary meeting must be held within two weeks. At the extraordinary meeting the committee must present the pervious discussion and hear any points from the floor, after which a vote will be taken, proxy votes will be accepted, a proxy vote must be received via mail marked private and confidential, 3 working days prior to the extraordinary meeting

The President: Manage the club to meet all local, state and federal government laws and bylaws. Ensure all tasks authorised by the committee are fulfilled in a timely manner. To act as the licensee of the club and communicate with the liquor licence commission as required. Ensure all licences [including liquor and raffle but not limited to] are current and correct. Call and chair all meeting, ensuring the effective running of these meetings

The Secretary: Keep the minutes of all meetings. Communicate with the land lord [Maroondah City Council] all work requests and repairs and maintenance required.

The Treasurer: To keep the books and report on them at every general meeting. To pay all debtors and suppliers with in time frames set out by the committee. Receive all income and

issue receipts. To have the accounts/books audited at the end of the financial year and reported to consumer affairs [with in a timely period] and at the AGM yearly

Annual General Meeting:

To be held in August of each year.

Bank Account:

Only two bank accounts are too held at a bank of the committee's choice. A operating account and a building fund account [may be term deposit, must not exceed three months in length]

Two signatories are required for any withdrawals or payments. One signatoriee must be from the darts club and one signatoriee must be from the soccer club.

A report is to be submitted at each meeting [except extraordinary meetings] of, balance of account at last report, withdrawals and deposits for the current period, current account balance, and accounts payable.

Profit and Loss:

The MSDA may hold an account for a building fund account, the total of this account must not exceed \$25,000.00, unless the committee votes to allow extra funds to exceed this amount for a specific project. This fund will be made up of a \$5.00 membership fee from all MSDA members and funds allocated to the building fund from the MSDA account. Both clubs should pay the same total amount of fees over a three year period.

At the end of the financial year if the balance of the MSDA account exceeds \$30,000.00 the excess is to be divided between the two clubs equally.

Financial support to the individual clubs:

If either club needs financial support. They may at any time request from the MSDA funds. The committee will make funds available if possible. If one club requests funds, either the club requesting the funds will repay these funds or the other club may be allocated an equal amount. The non requesting club may decline the funds advanced to them and/or allow the requesting club to not have to repay their fund allocation

Keys:

The president must keep an up to date key register

Only MSDA committee and Office bearers from both clubs may hold a C key. The C key must not be issued to any general committee member

Bar:

The bar must be overseen by one committee member at all times. Bar staff can be made up of any member. All stock must be counted in a by monthly stock take and reported at the general meeting.

Cleaning:

The MSDA committee may appoint a cleaner

Payment for cleaning will not exceed \$1.00 per week, unless the cleaner has the prior authorization from three committee members

The cleaning duties are to be specified in a separate agreement, to be kept by the secretary and updated annually [covering cleaning duties, reimbursement and extra cleaning fees] also attached to this document

Any use of the club outside of the usual weekly use of the club must be cleaned by the club using the rooms before the next day of use. The club using the rooms may pay an additional fee to have the rooms cleaned. [Extra cleaning is fees are set out in the cleaning agreement attached]

Sponsors:

All sponsors are too recorded with the secretary. All donation [including raffle prizes] must be recorded.

Use of the club rooms:

Monday and Wednesday are for the exclusive use of the Darts. Tuesday and Thursday are for the exclusive use of the soccer.

Friday both clubs may use the club rooms on a Friday on a booking system, first in first right to use but on a 50/50 basis.

Saturday and Sunday. The club rooms can be booked by either club or the public on a first in first right to use. Priority should be given to the public where possible. No booking shell is taken on home game days.

Both clubs have the right to exclusive use of the rooms.

If either club wishes to use the rooms on the other clubs night the club wishing to use the rooms may ask to use the rooms and all efforts should be made to make the rooms available where possible. If the club with the right to use the rooms does not wish to give up the right to use the rooms they may choice not to give up the right.

Breaking this agreement:

If either club wishes to break this agreement an independent account shell is appointed to audit the books and over see the financial break up of the funds. A financial commitment of six months notice must be give i.e., one half of the years financial commitment [rent, utilities, insurance etc] shell be held back from the break up nav out. Either club may give notice and depart forthwith.