

## VIC: CLUB CONSTITUTIONS / CLUB RULES

A club constitution (club rules) is a legal document outlining how a football club operates, including governance structures, member rights, and decision-making processes. It must comply with the *Associations Incorporation Reform Act 2012 (VIC)* and align with league and regulatory requirements. Regularly reviewing and updating the constitution ensures it remains relevant and effective.

A template ("Model Rules") and detailed guidance is available through [Consumer Affairs Victoria](#) ("CAV") for Clubs to review against an existing version (or to start a new one). They are designed to make it easier for clubs to have best practice rules in place and will also take precedence over any outdated / inaccurate rules in an existing club constitution. Clubs do have the ability to add / edit as required to suit.

### RECOMMENDED ACTIONS

- **Review CAV website:** Check out the CAV website and download the Model Rules
- **Review status:** Find your current constitution and review it against the Model Rules to see if any changes are required & check key elements (e.g. voting rights, membership process & fees as well as the process to establish and maintain a list of members with voting rights)
- **Seek support:** Consult club members, committee members, the League/Region and club legal advisors when considering changes and for input if the Club does not have existing stated "Values"
- **Check with the League:** The League may have certain requirements in place that the club is required to have e.g. *Club AGMs need to be held no later than <x date> annually*
- **Hold a Special General Meeting (SGM):** If changes are needed or to adopt a new constitution, follow the correct procedure for amendments, including member approval, (as set out in the current Constitution &/or Model Rules)
- **Lodge with CAV:** [Setup a MyCAV account](#) for the club (if not already) to enable you to lodge the constitution and other requirements – e.g. Annual financial returns
- **Promote widely:** Make the Constitution widely known (website, socials etc.)
- **Review Regularly:** Use it regularly to ensure meetings and club decisions align to the Constitution and formally review it every 2-3 years to ensure compliance with legal and operational needs

Benefits of Action	Risks of Inaction
<ul style="list-style-type: none"> <li>✓ <b>Legal Compliance:</b> Ensures the club operates within Victorian laws</li> <li>✓ <b>Clear Governance:</b> Reduces disputes by defining roles, responsibilities, and processes</li> <li>✓ <b>Improved Operations:</b> Supports smooth decision-making and efficient club management</li> <li>✓ <b>Member Confidence:</b> Builds trust among members, sponsors, and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>✗ <b>Legal Issues:</b> Non-compliance could result in penalties or legal disputes</li> <li>✗ <b>Internal Conflicts:</b> Ambiguous or outdated rules can lead to governance disputes</li> <li>✗ <b>Loss of Funding:</b> Grant eligibility may be impacted if governance standards aren't met</li> <li>✗ <b>Operational Inefficiency:</b> Unclear structures may hinder decision-making and club management</li> </ul>

### More Information?

- [Consumer Affairs Victoria](#)
- [AFL's Club Help Website](#)
- Local League / Region Club Development support contact
- Legal Support: Seek legal advice