



**Clovelly Junior Rugby Football Club
Association**
ABN 82 412 101 328
Inc: Y0777600

CONSTITUTION

NOVEMBER 2021

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CONSTITUTION

Coogee Junior Rugby Union Football Club Incorporated

1. NAME OF CLUB

The name of the Club is Clovelly Junior Rugby Football Club (**Club**).

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

“**Act**” means the *Associations Incorporation Act 2009 (NSW)*.

“**Committee**” means the body managing the Club and consisting of office-bearers and ordinary committee members.

“**Constitution**” means this Constitution of the Association.

“**Financial Year**” means the 12-month period commencing 1 October each year and ending 30 September the next year.

“**General Meeting**” means the annual or any special general meeting of the Club.

“**Individual Member**” means a registered, financial Member of the Club who is at least 18 years of age.

“**Intellectual Property**” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in New South Wales.

“**Junior Member**” means a registered Member of the Club who is younger than 18 years of age.

“**Life Member**” means an Individual appointed as a Life Member of the Club under **clause 5.2**.

“**Local area**” means the geographical area for which the Club is responsible as recognised by the regional and/or state organisations for Sydney Junior Rugby Union of which the Club is a Member.

“**Member**” means a Member of the Club for the time being under **clause 5**.

“**NSO**” means the National Sporting Organisation being the Australian Rugby Union or the Australian Junior Rugby Union.

“**Objects**” means the Objects of the Club in **clause 3**.

“**Public Officer**” means the person appointed to be the public officer of the Club in accordance with the Act.

“**Register**” means a register of Members kept and maintained in accordance with **clause 7**.

“**Regulations**” mean any regulations made by the Committee from time to time under clause 35.

“**RSO**” means the Regional Sporting Organisation being the Sydney Junior Rugby Union.

“**Seal**” means the common Seal of **Coogee Junior Rugby Union Football Club Incorporated** (if any).

“**Secretary**” means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

“**Special Resolution**” means a Special Resolution defined in the Act.

“**SSO**” means the State Sport Organisation being the New South Wales Junior Rugby Union.

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting

the remaining provisions of this Constitution.

2.4 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Club is established solely for the Objects. The Objects of the Club are established to:

- (a) conduct, encourage, promote, advance and administer Clovelly Junior Rugby Football Club;
- (b) act, at all times, on behalf of and in the interest of the Members, junior rugby union and Clovelly Junior Rugby Football Club;
- (c) affiliate and otherwise liaise with the RSO, SSO and/or NSO 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 rugby union as may be determined from time to time by NSO and as may be necessary for the management and control of junior rugby union and related activities in New South Wales;
- (e) enter teams into competitions as may be determined by the Committee from time to time;
- (f) advance the operations and activities of the Club throughout the local area;
- (g) have regard to the public interest in its operations; and
- (h) undertake and or do all such things or activities which are necessary, incidental, or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS

5.1 Members

The Members of the Club shall consist of:

- (a) Junior Members, being players who have been registered and selected to play for the Club and who have paid (or had waived) their membership subscription for the year. Junior Members, subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings;

(b) Individual Members, being the Registered parents or guardians of Junior Members as defined in clause 5.1(a). Individual Members, subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and

(c) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.

5.2 Life Members

(a) The Committee may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.

(b) A resolution of the annual general meeting to confer life membership (subject to **clause 5.2(c)**) on the recommendation of the Committee must be a Special Resolution.

(c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Registrar, and from the time of entry on the register the person shall be a Life member.

6. MEMBERSHIP APPLICATION

6.1 Application for Membership

An application for membership must be:

(a) in writing on the form prescribed from time to time by the Committee (if any), from the applicant or its nominated representative and lodged with the Club; and,

(b) accompanied by the appropriate fee (if any).

6.2 Discretion to Accept or Reject Application

(a) The Club may accept or reject an application whether the applicant has complied with the requirements in clause 6.1 or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.

(b) Where the Club accepts an application, the applicant shall become a Member. membership shall be deemed to commence upon acceptance of the application by the Club. The Register shall be amended accordingly as soon as practicable.

(c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

6.3 Renewal

Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.

6.4 Deemed Membership

(a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.

(b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.4(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

7.1 Club to Keep Register

The Club shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address and date of entry of each Member; and
- (b) where applicable, the date of termination of membership of any Member.

Members shall provide notice of any change and required details to the Club within one month of such change.

7.2 Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Committee considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;
- (c) by submitting to this constitution and Regulations they are subject to the jurisdiction of the Club, RSO, SSO and NSO;
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection junior rugby union;
- (e) they are entitled to all benefits, advantages, privileges and services of Club membership.

9. DISCONTINUANCE OF MEMBERSHIP

9.1 Notice of Resignation

(a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving one month's notice in writing to the Club.

(b) Once the Club receives a notice of resignation of membership given under clause 9.1(a), it must make an entry in the Register that records the date on which the Member ceased to be a Member.

9.2 Discontinuance for Breach

(a) Membership of the Club may be discontinued by the Committee upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club, failure to comply with the Regulations or any resolutions or determinations made or passed by the Committee or any duly authorised committee.

(b) Membership shall not be discontinued by the Committee under **clause 9.2(a)** without the Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.

(c) Where a Member fails, in the Committee's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2(a)** by the Club giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3 Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

(a) must seek renewal or re-apply for membership in accordance with this Constitution; and

(b) may be re-admitted at the discretion of the Committee.

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club and its property and shall not use any property of the Club including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to the Club immediately.

9.5 Membership may be Reinstated

Membership which has been discontinued under this **clause 9** may be reinstated at the discretion of the Committee, with such conditions as it deems appropriate.

9.6 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

10. DISCIPLINE

(a) A complaint may be made to the Committee by any person that a Member of the Club has allegedly:

(i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Committee or any duly authorised committee;

(ii) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club and/or junior rugby union; or

(iii) brought the Club, any other Member or junior rugby union into disrepute.

(b) the Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

(c) If the Committee decides to deal with the complaint, the Committee:

(i) Must cause notice of the complaint to be served on the member concerned,

(ii) Must give the Member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and

(iii) Must take into consideration any submissions made by the member in connection with the complaint.

(d) The Committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

(e) If the Committee expels or suspends a Member, the Committee must, within 7 days after the action is taken, cause written notice to be given to the Member of the action taken, of the reasons given by the Committee for having taken that action and of the Member's right of appeal under Clause 11.

(f) The expulsion or suspension does not take effect:

(i) Until the expiration of the period within which the Member is entitled to appeal against the resolution concerned, or

(ii) If within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under clause 11, whichever is the later.

11. RIGHT OF APPEAL OF DISCIPLINED MEMBER

(a) A Member may appeal to the Club in general meeting against a resolution of the Committee under Clause 11, within 7 days after notice of the resolution is served on the Member, by lodging with the Committee a notice to that effect.

(b) The notice may, but not need, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.

(c) On receipt of a notice from a Member under subclause (a), the Committee must convene a general meeting of the Club to be held within 28 days after the date on which the Committee received the notice.

(d) At a general meeting of the Club convened under subclause (C):

(i) No business other than the question of the appeal is to be transacted, and,

(ii) The Committee and the Member must be given the opportunity to state their respective cases orally or in writing, or both, and

(iii) The Members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(e) The appeal is to be determined by a simple majority of votes cast by members of the Club.

12. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and any fees or other levies payable by Members to the Club and the time for and manner of payment shall be as determined by the Committee.

13. EXISTING COMMITTEE MEMBERS

The Members of the administrative or governing body (by whatever name called) of the Club in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next annual general meeting following such adoption of this Constitution. After this General Meeting the positions of the committee shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

14. POWERS OF THE COMMITTEE

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the Committee:

(a) is to control and manage the affairs of the association, and

(b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and

(c) has power to perform all the acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the association.

15. COMPOSITION OF THE COMMITTEE

15.1 Composition of the Committee

The Committee shall comprise:

(a) the office-bearers of the club, and

(b) at least **five (5)** ordinary committee members, who shall be elected at the annual general meeting under **clause 15**; and

(c) the total number of committee members is to be no greater than **ten (10)**.

(d) The office bearers of the Club shall be elected at the annual General meeting and shall include:

(i) The president,

(ii) The vice-president,

- (iii) A secretary (this be the same person as the President or Vice President),
- (iv) The treasurer,

15.2 Election and Appointment of Committee members

The elected Committee shall be elected and appointed under clause 15.

- (a) The Committee may appoint from their own number or from outside their number sub-committees for any purpose whatsoever which from time to time they think desirable and may delegate to such sub-committees such powers as they think fit and may from time to time revoke or alter any such appointment or delegation.

16. ELECTION OF COMMITTEE MEMBERS

16.1 Nomination for Committee

- (a) Nominations of candidates for election as office-bearers of the club or as ordinary committee members:
 - (i) shall be called for fourteen (14) days prior to the annual general meeting.
 - (ii) must declare any position they hold in an NSO, SSO or RSO.
 - (iii) must be a member of the club.

16.2 Form of Nomination

Nominations must be:

- (a) must be made in writing, signed by 2 members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (b) on the prescribed form (if any) provided for that purpose; and
- (c) must be delivered to the secretary of the club at least seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.

Elections

If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Committee, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.

- (a) If there are insufficient nominations received to fill all vacancies on the Committee, or if a person is not approved by the majority of Members, the positions will be deemed casual vacancies under **clause 18.1**.
- (b) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Committee.
- (c) Voting shall be conducted in such a manner and by such a method as determined by the Committee from time to time.

16.3 Term of Appointment

- (a) Committee members elected under **clause 15** shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of Committee members **clause 18**.
- (b) Following the adoption of this Constitution, there is no maximum number of consecutive terms for which a person who has served as an elected Committee member may hold office.
- (c) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (d) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election and is eligible for re-election.

17. POWER OF THE COMMITTEE

Subject to the Act, this constitution and any resolution passed by the association in general meeting, the Committee has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the club.

18. VACANCIES ON THE COMMITTEE

18.1 Casual Vacancies

(a) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

(b) A casual vacancy in the office of a member of the committee occurs if the member:

- (i) dies, or
- (ii) ceases to be a member of the association, or
- (iii) is or becomes an insolvent under administration within the meaning of the [Corporations Act 2001](#) of the Commonwealth, or
- (iv) resigns office by notice in writing given to the secretary, or
- (v) is removed from office, or
- (vi) becomes a mentally incapacitated person, or
- (vii) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
- (viii) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (ix) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the [Corporations Act 2001](#) of the Commonwealth.

18.2 Removal of committee members

- (a) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term

of office of the member so removed.

- (b) If a member of the committee to whom a proposed resolution referred to in subclause (a) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

19. MEETINGS OF THE COMMITTEE

19.1 Committee to Meet

- (a) The Committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) The Committee may whenever it thinks fit, convene a Special General Meeting.
- (c) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

19.2 Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Committee shall be decided by a majority of votes and a determination of a majority of committee members shall for all purposes be deemed a determination of the Committee. All committee members shall have one vote on any question.

19.3 Resolutions Not in Meeting

- (a) A resolution in writing that has been signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the committee members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of committee members duly convened and held. Any such resolution may consist of several documents in likeform each signed by one or more of the committee members.
- (b) Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee may be held where one or more of the committee members is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone, zoom or other form of communication.
 - (ii) Notice of the meeting is given to all the committee members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee or this Constitution. The notice will specify that committee members are not required to be present in person.

- (iii) If a failure in communications prevents **clause 19.4** from being satisfied by the number of committee members which constitutes a quorum, and none of such committee members are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 19.4** is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.
- (iv) Any meeting held where one or more of the committee members is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a committee member is there present. If no committee member is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

19.4 Quorum

At meetings of the Committee the number of committee members whose presence is required to constitute a quorum is three (3).

19.5 Notice of Committee Meetings

Unless all nominated committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than two (2) days written notice of the meeting of the Committee shall be given to each nominated committee member. The agenda shall be forwarded to each committee member not less than two (2) days prior to such meeting.

19.6 Chairperson

- (a) The Committee shall appoint a chairperson from among its number. The chairperson shall be the nominal head of the Club and will act as chair of any Committee meeting or General Meeting at which he is present. The President shall normally be Chairman at all meetings of the committee. If the president is not present or is unwilling or unable to preside at a Committee meeting, the vice-president, is to preside as a chairperson.
- (b) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting only.

19.7 Conflict of Interest

A committee member shall declare his interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He shall, unless otherwise determined by the Committee, absent himself from discussions of such matters and shall not be entitled to vote in respect of such matters. If the member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a member to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Committee. If this is not possible, the matter shall be adjourned or deferred.

19.8 Disclosure of interests

- (a) The nature of the interest of a committee member must be declared at the meeting of the Committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Committee at the next meeting of the Committee. If a committee member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Committee held after the committee member becomes interested.

(b) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

19.9 General Disclosure

A general notice stating that a committee member is a Member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under clause **19.8**. After the distribution of the general notice, it is not necessary for the committee member to give a special notice regarding any particular transaction with that firm or company.

19.10 Recording Disclosures

Any declaration made, any disclosure or any general notice given by a committee member in accordance with **clauses 19.7, 19.8** and/or **19.9** must be recorded in the minutes of the relevant meeting.

20. DELEGATIONS

20.1 Committee May Delegate Functions

The Committee may, by instrument in writing, create, establish, or appoint special committees, Individual officers, and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Committee must consider broad stakeholder involvement.

20.2 Delegation by Instrument

In the establishing instrument, the Committee may delegate such functions as are specified in the instrument, other than:

(a) this power of delegation; and

(b) a function imposed on the Committee or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

20.3 Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

20.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Committee under **clause 18**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Committee with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Committee.

20.5 Delegation May Be Conditional

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

20.6 Revocation of Delegation

At any time, the Committee may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

21. SEAL

- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.
- (b) The Seal shall not be used without the express authorisation of the Committee. Every use of the Seal shall be recorded in the Club's minute book. Two members of the committee must witness every use of the Seal, unless the Committee determines otherwise.

22. ANNUAL GENERAL MEETING

- (a) The Club's annual general meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Committee.
- (b) All General Meetings other than the annual general meeting shall be special General Meetings and shall be held in accordance with this Constitution.

23. SPECIAL GENERAL MEETINGS

23.1 Special General Meetings May be Held

The Committee may, whenever it thinks fit, convene a special general meeting. When, but for this clause, more than fifteen months elapses between annual general meetings, the Committee shall convene a special general meeting before the expiration of that period.

23.2 Requisition of Special General Meetings

- (a) The secretary will convene a special general meeting when five percent of Members (no less) submit a requisition in writing.
- (b) The requisition for a special general meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Committee does not cause a special general meeting to be held one month after the date in which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a special general meeting to be held no later than three months after that date.
- (d) A special general meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Committee.

24. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Life Member and Individual Member entitled to receive notice. Notices shall be sent to the addresses appearing in the Club's Register. The auditor and Committee members shall also be entitled to receive notice of every General Meeting. This will be sent to the auditor's last known address. No other person shall be entitled, as of right, to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (c) At least fourteen (14) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting;
 - (ii) any notice of motion received from Members entitled to vote; and
 - (iii) forms of authority in blank for proxy votes.
- (d) Notice of every general meeting shall be given in the manner authorised in **clause 37**.

25. BUSINESS

- (a) The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Committee and auditors, the election of committee members under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a general meeting and at an annual general meeting, with the exception of those matters set down in **clause 24(a)**, shall be special business.
- (c) No business other than that stated on the notice for a general meeting shall be transacted at that meeting.

26. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a general meeting. All notices of motion must be submitted in writing to the Club no less than thirty-five days (excluding receiving date and meeting date) prior to the general meeting.

27. PROCEEDINGS AT GENERAL MEETINGS

27.1 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be six (6) Members present in person or by proxy.

27.2 Chairperson to Preside

The chairperson of the Committee shall, subject to this Constitution, preside as chair at

every general meeting except:

- (a) in relation to any election for which the chairperson is a nominee; or
- (b) where a conflict of interest exists.

If the chairperson is not present, or is unwilling or unable to preside, the delegates present shall appoint another committee member to preside as chairperson for that meeting only.

27.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 26.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

27.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of the Members.

27.5 Recording of Determinations

Unless a poll is demanded under **clause 26.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's book of proceedings.

27.6 Where Poll Demanded

If a poll is duly demanded under **clause 26.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

28. VOTING AT GENERAL MEETINGS

28.1 Members Entitled to Vote

Each Individual Member shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise

those rights set out in **clause 5.1**.

28.2 Proxy Voting

Proxy voting must not be undertaken at or in respect of any General Meeting of the Club.

28.3 Postal Voting

No motion shall be determined by a postal ballot unless determined by the Committee. If the Committee so determines, the postal ballot shall be conducted under the procedures set by the Committee from time to time.

29. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a Member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (d) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (e) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.
- (f) The Committee may prescribe additional grievance procedures in the Regulations consistent with this **clause 27.3**.

30. RECORDS AND ACCOUNTS AND FINANCE

30.1 Records

- (a) The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club and the Committee). It shall produce these as appropriate at each Committee or general meeting.
- (b) It is duty of the secretary to keep minutes (whether in written or electronic form) of:
 - (i) all appointments of office-bearers and members of the committee, and
 - (ii) the names of members of the committee present at a committee meeting or a general meeting, and
 - (iii) all proceedings at committee meetings and general meetings.
- (c) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (d) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (e) The signature of the chairperson may be transmitted by electronic means for the

purposes of subclause (d).

30.2 Records Kept in Accordance with the Act and be Open for Inspection

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary. The records and other documents of the Club must be open to inspection, free of charge, by any Member at any reasonable hour. Is the duty of the secretary

30.3 Committee to Submit Accounts

The Committee shall submit the Club's statements of account to the Members at the annual general meeting in accordance with this Constitution and the Act. The statements of account shall be prepared for each Financial Year.

30.4 Accounts Conclusive

The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

30.5 Accounts to be Sent to Members

The Secretary shall cause to be sent to all persons entitled to receive notice of annual general meetings in accordance with this Constitution, a copy of the statements of account, the Committee's report, the auditor's report (if required) and every other document required under the Act (if any).

30.6 Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised committee member or in such other manner as the Committee determines.

30.7 Finance

- (a) The club must remain solvent at all times.
- (b) It is the duty of the treasurer of the club to ensure:
 - (i) that all money due to the club is collected and received and that all payments authorised by the club are made, and
 - (ii) that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.

31. AUDITOR

(a) If the Club is required under Act to undertake an audit, or the Committee decides that the Club should undertake an audit, a properly qualified auditor or auditors shall be appointed by the Club in a general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Club in a general meeting.

(b) The accounts of the Club shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each financial year.

32. INCOME

32.1 Income and property of the Association shall be derived from such sources as the Committee determines from time to time.

32.2 The income and property of the Club shall be applied solely towards the promotion of the Objects.

32.3 Except as prescribed in this Constitution or the Act:

(a) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member

(b) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Club.

32.4 Payment in good faith of or to any Member can be made for:

(a) any services actually rendered to the Club whether as an employee, committee member or otherwise.

(b) goods supplied to the Club in the ordinary and usual course of operation.

(c) interest on money borrowed from any Member.

(d) rent for premises demised or let by any Member to the Club; or

(e) any out-of-pocket expenses incurred by a Member on behalf of the Club

Nothing in clauses 31.2 or 31.3 preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

33. WINDING UP

(a) Subject to this Constitution the Club may be wound up in accordance with the Act.

(b) The liability of the Members of the Club is limited.

(c) Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club, such an amount not exceeding one dollar (\$1.00).

34. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another

organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

35. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

36. CHANGE OF NAME, OBJECTS AND CONSTITUTION

An application for registration of a change in the Club's name, objects or constitution in accordance with section 27 is to be made by the public officer or a committee member.

37. REGULATIONS

37.1 Committee to Formulate Regulations

The Committee may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and junior rugby union in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Committee.

37.2 Regulations Binding

All Regulations are binding on the Club and all Members.

37.3 Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

37.4 Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Committee and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

38. STATUS AND COMPLIANCE OF CLUB

38.1 Recognition of Club

Clovelly Junior Rugby Union Football Club Incorporated is a Member of the regional and/or state bodies for junior rugby union and is recognised by those bodies as the entity responsible for the delivery of junior rugby union in the local area and is subject to compliance with this Constitution.

38.2 Constitution of the Club

This Constitution will clearly reflect the Objects of the region and state bodies for junior rugby union and will conform to the Constitutions of those bodies, subject always to the Act.

38.3 Region and SSO

The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

39. NOTICE

- (a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or facsimile transmission or, where available, by electronic mail to the Member's registered address or facsimile number or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address, facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

40. INDEMNITY

- (a) Every committee member and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as committee member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Club shall indemnify its committee members and employees against all damages and losses (including legal costs) for which any such committee member or employee maybe or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - (i) in the case of a committee member, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.

41. INSURANCE

The Club may effect and maintain insurance