

THE RAZORBACKS

RUGBY CLUB

INCORPORATED



REVISED CONSTITUTION AND RULES

(NSW Incorporations Act 2009)

Adopted 2nd November 2012.

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PART 1 ~ PRELIMINARY

1. Definitions

“**Act**” means, the Associations Incorporations Act 2009;

“**Associate Member**” means, all non-playing members, excluding life members.

“**Committee**” means the “Committee of Management” as constituted under these rules;

“**Club**” means, the club established in 1981, and governed by these rules;

“**Commissioner**” means, the Commissioner of the Office of Fair Trading;

“**Financial Member**” means, a member who has paid their current financial year subscription, registration or annual fee;

“**Golden Oldies**” means, all Golden Oldie registered playing members;

“**Juniors**” means, all Junior members and includes the Junior’s Sub-Committee.

“**Junior Member**” means, a parent(s) of a registered player under the age of 18 years of age;

“**Life Member**” means, a member who has been deemed by the committee to have contributed outstanding and meritorious service to the Club.

“**Member**” means, a person who has complied with the appropriate registration process with the club at any given time and paid the nominated membership fee. A member may be a playing or non-playing member.

“**Officer/s**” means a person/s elected to serve on a committee for the purposes of the association.

“**Participant**” means, a player, spectator, parent, coaches, referees and officials.

“**Patron**” means, a person(s) elected by the committee for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the club under another category of membership.

“**Public Officer**” means, the person so designated as required under the Act

“**Regulations**” means, the Associations Incorporation Regulations 2010;

“**Secretary**” means, the person holding office under these Rules as Secretary of the Club; or if no such person holds that office – the Public Officer of the Club;

“**Seniors**” means all Senior members and includes the Senior Sub-Committee;

“**Senior Member**” means a registered player of age 18 years or older.

“**Special General Meeting**” means a general meeting of the Club other than an Annual General Meeting;

“**The Union**” means the Australian Rugby Union, NSW Junior Rugby Union and NSW Country Junior Rugby Union or their associations.

- 1.1 In these rules:
- (a) a reference to a function includes a reference to a power, authority or duty; and
 - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of that duty.
- 1.2 The provisions of the Interpretations Act 1987 apply to and in respect of these rules in the same manner as those provisions would apply if these rules were an instrument made under the Act.
- 1.3 Where the context permits, a reference herein to singular words includes the plural and vice versa and a reference to any gender includes all genders.

PART 2 ~ ESTABLISHMENT

2. Club name

The name of the Club shall be "The Razorbacks Rugby Club".

3. Club colours

- 3.1 The Club's colours shall be Black and White, and the playing uniform shall embrace these colours. The Committee shall be responsible for the design of the uniform, and any changes so desired, from time to time.
- 3.2 No change to the Club's uniform will be undertaken without the express consent of the Committee.
- 3.3 The design of the first grade playing uniform shall be distinct from the general club playing uniform.
- 3.4 No Club clothing or merchandise will produced and sold without the express consent of the Committee.

4. Club financial year

The financial year for the Club will end on 30th September in each year, or such other date as the Committee may determine from time to time.

5. Purposes and powers

- 5.1 The Club has been established for the following purposes:
- (a) To promote and encourage the playing of rugby union and develop a love of the game.
 - (b) To promote and develop the necessary skills of the game and a sense of sportsmanship and fair play amongst the players.
 - (c) To provide the facilities and infrastructure which allow for continued participation in rugby union in a safe and supervised manner.
 - (d) To support players in representative programs, and assist their development path.
 - (e) To increase community based participation in rugby union and the committee.
 - (f) To provide a platform of developed players who migrate into clubs grade teams and to further representative rugby union.
 - (g) To do all things incidental to or conducive to any of these purposes.
- 5.2 The Committee and its Sub-Committees shall have the rights, powers and privileges to do all things which a natural person may do in connection with the Club's purposes; examples of these powers are:

- (a) to engage for reward and remunerate any person or body;
- (b) to develop land and erect, maintain and alter buildings and other facilities;
- (c) to invest and deal with the Club's funds which are not immediately required,
- (d) to enter contracts/dealings with the objective of achieving the purposes of the association.

6. Non-profit organisation

- 6.1 The assets and income of the Club must be applied exclusively for the promotion of the Club's purposes; no portion may be paid or distributed directly or indirectly to the members of the Club or to any specific member except as a bona fide remuneration for services rendered or for reimbursement of expenses incurred on behalf of the Club.
- 6.2 In the event of the Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities must be paid and applied by the Committee in accordance with its powers to any organisation which has similar purposes and which has rules prohibiting the distribution of assets and income to its members.

7. Affiliation

- 7.1 The Club may affiliate with those rugby union organisations in New South Wales or Australia, as is necessary to:
- (a) enable the club to participate in organised rugby union competitions; and
 - (b) obtain for members negligence and medical insurance and legal indemnity.
- 7.2 The Club may affiliate with any district, region or other association or organisation with objects similar to or which are consistent with those of the Club.

PART 3 ~ MEMBERSHIP

8. Members generally

- 8.1 Membership of the Club shall consist of five (5) classes as follows:
- (a) Senior Members
 - (b) Junior Members
 - (c) Golden Oldie Members
 - (d) Life Members
 - (e) Associate Members.
- 8.2 A person is qualified to be a member of the club if, but only if the person is a natural person who has been approved for membership of the club by the Committee each year.

9. Application for membership

- 9.1 An application for membership of the club must be made in writing and be lodged with the secretary or delegate.
- 9.2 The membership application may take the form of an annual rugby registration form as determined by the Committee from time to time, in so far as the said registration form complies with the requirements of the various rugby competition organisers, determined from time to time.
- 9.3 As soon as practicable following receipt of a signed application form, the applicant must be notified by the secretary or delegate if the application is rejected.

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- 9.4 The Secretary or delegated representative must, on payment by the nominee of the amount referred to in Rule 14, enter the nominee's name in the register of members or the applicable affiliated competition database, and on the name being so entered, the nominee will be deemed to be a member.
- 9.5 Before any member is eligible to participate in any sanctioned competition match organised by the respective competition organiser the member must be registered in accordance with the requirements of the particular competition before the commencement of the player's first match.
- 9.6 Only financial members and life members of the Club shall be able to vote at any annual, general or special general meeting of the Club.
- 9.7 No member of the club shall be allowed to vote at any general meeting of the club until one month after paying the applicable membership, subscription or registration fee. Life members are exempted from this Rule, as they are not required to pay any membership fees.
- 9.8 The Committee reserves the right to refuse renewal of membership, or to reject intending new members, without disclosing any reason for so doing, provided however, that a member whose renewal is refused shall have the right of appeal to a special general meeting which shall be called for that purpose in accordance with these Rules.

10. Cessation of membership

A person ceases to be a Member of the Club if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Club, or
- (d) fails to renew their membership.

11. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Club:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

12. Resignation of membership

12.1 A member of the association may resign from membership of the Club by first giving to the secretary written notice of at least 1 month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

12.2 If a member of the Club ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

13. Register of members

- 13.1 The Public Officer of the Club must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club.
- 13.2 A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the club or its purpose, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

14. Fees and subscriptions

- (a) An Associate Member shall pay a \$5.00 subscription, registration, admission and/or annual or such other amount as is determined by the Committee.

15. Members' liabilities

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, of unpaid by their membership fees.

16 Resolution of disputes

- 16.1 A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member(s) and the Club, are to be referred to a community justice centre for mediation under the Community Justice Centres Act.
- 16.2 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.
- 16.3 The Commercial Arbitration Act applies to any such dispute referred to arbitration.
- 16.4 Costs of any dispute resolution must be borne by the parties in accordance with the determination of the arbitrator.

17. Code of conduct

- 17.1 The club will adopt and comply with the principles of the Australian Rugby Union, NSW Junior Rugby Union and NSW Country Junior Rugby Union codes of conduct.
- 17.2 A copy of the above codes of conduct/appeals is to be made available to all participants.

18. Disciplining of members

- 18.1 Where the Committee has been advised that a member:
 - (a) has persistently refused or neglected to comply with a provision or provisions of the Code of Conduct, or
 - (b) has willfully acted in a manner prejudicial to the interests of the Club/Union.
- 18.2 The Committee may appoint an independent conduct sub-committee of three (3) persons to investigate the accusation/s and make decision to:-
 - (a) expel the Member from the Club/Union or
 - (b) suspend the Member from Membership of the Club/Union for a specified period.
 - (c) apply such sanction as it deems fit.
- 18.3 The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 18.4 If the Conduct Sub-committee decides to deal with the complaint, the committee shall, as soon as practicable, cause a notice in writing to be served on the member-

- (a) setting out the accusation and the grounds on which it is based.
- (b) stating that the Member may address the tribunal at a meeting to be held not earlier than 14 days and not later than 28 days after the service of the notice.
- (c) stating the date, place and time of that meeting: and
- (d) informing the Member that the Member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the tribunal, at or prior to the date of that meeting, written representations relating to the accusation.

18.5 At a meeting of the Conduct Committee the club shall:

- (a) Give the member an opportunity to make oral representations.
- (b) Give due consideration to any written representations submitted to the Conduct Committee by the member at or prior to the meeting: and
- (c) By resolution determine the appropriate disciplinary action, if any.

18.6 Where the Conduct Committee determines a resolution, the secretary shall, within 7 days, inform the member in writing of the resolution and the member's right of appeal.

18.7 A resolution by the Conduct Committee does not take effect:

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period, or
- (b) where, within that period the member exercises the right of appeal, unless and until the committee confirms the resolution

19 Members right of appeal

19.1 A member may appeal to the Committee in special general meeting, against a resolution of a conduct committee within 7 days after notice of the resolution is served on the member, by lodging with the secretary, a notice to that effect.

19.2 Upon receipt of a notice from a member under Clause (a) of this rule, the secretary shall notify the Committee which shall convene a special general meeting that is to be held not earlier than 21 days after the date on which the secretary has notice of the special meeting.

19.3 At a special general meeting of the Committee convened under clause (b) of this rule

- (a) no business other than the question of the appeal shall be transacted
- (b) the conduct committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both: and
- (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

19.4 If at the special general meeting the Committee passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 4 ~ THE COMMITTEE OF MANAGEMENT AND OFFICERS

20 Powers of the Committee

Subject to the Act, the Regulations and these Rules and to any resolution passed by the Club in general meeting, the Committee shall:

- (a) control and manage the affairs of the Club;
- (b) exercise all the functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
- (c) have the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

21 Composition and membership of the committee

- 21.1 The Committee is to consist of at least 3 adult members of the Club, each of whom is to be elected at the annual general meeting.
- 21.2 The total number of Committee members is to be five.
- 21.3 The Officers of the Committee should be:
- (a) the President
 - (b) the Vice-President – Juniors (elected by the junior members)
 - (b) the Vice-President – Seniors (elected by the senior members)
 - (c) the Secretary
 - (d) the Treasurer
- 21.4 Subject to these rules all appointments to the Committee are for the period until the conclusion of the annual general meeting of the Club next following the date of appointment.
- 21.5 Any member of the Club over 18 years of age may be a member of the Committee.
- 21.6 A Committee member may hold up to two offices.

22. Election of committee of management

- 22.1 The election to the Committee is to be held at the annual general meeting of the Club.
- 22.2 Nomination of candidates for election as officers of the committee.
- (a) must be made in writing and signed by two members of the Club and be accompanied by the written consent of the candidate (which may be endorsed on the form with the nomination); and
 - (b) must be delivered to the Secretary of the Club at least seven (7) days before the date fixed for holding of the annual general meeting at which the election is to take place.
- 22.4 Where no nominations for an office bearer have been received then nominations for the position vacant will be called for from the floor of the Meeting.
- 22.5 Any position not filled at the AGM are deemed casual vacancies.
- 22.6 The election of officers of the Committee will be conducted at the annual general meeting by a show of hands unless a ballot by poll is demanded.

23. Casual vacancies

- 23.1 For the purposes of these Rules, a casual vacancy in the office of a member of the Committee occurs if the member:
- (a) dies; or

- (b) ceases to be a member of the Club; or
- (c) retires from office as a member of the Committee; or
- (d) resigns office by notice in writing given to the Secretary; or
- (e) is removed from office in accordance with these Rules; or
- (f) becomes a mentally incapacitated person; or
- (g) is absent without consent of the Committee for all meetings of the held during a period of six (6) months.

23.2 In the event of a casual vacancy occurring in the membership of the Committee, a member of the Club may be appointed by the remaining committee members to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of appointment.

24. Removal of a committee officer

24.1 The members of the Club in a special general meeting, convened for that purpose, may by resolution remove any officer of the Committee/Sub-Committee 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 the Committee member to be removed.

24.2 If a Committee officer to whom a proposed resolution relates may make representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be sent to each member of the Club. The Secretary or the President may send a copy of the representations to each member of the Club, 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.

25. Secretary

25.1 The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge a notice with the Club of his or her residential and work addresses and other contact details.

25.2 It is the duty of the Secretary to keep minutes of:

- (a) all appointments of offices of the Committee;
- (b) the names of the officers of the committee present at committee meetings and the names of all members present at general meetings;
- (c) all proceedings at committee meetings and general meetings.

25.3 The Secretary of the Club shall also be the Public Officer of the Club.

25.4 The Secretary or a delegated appointed by the Secretary shall be responsible for any electronic social media sites operating on behalf of the Club.

26. Treasurer

26.1 It is the duty of the Treasurer of the Club to ensure that:

- (a) all monies due to the Club are collected and received, and
- (b) all payments authorised by the Club are made; and
- (c) 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.
- (d) must ensure that financial statements for that year are prepared, in accordance with the Act, and provided to the Public Officer for submission to the Director General in relation to the

association's financial affairs.

- 26.2 The Treasurer must keep in his or her custody or under his or her control all books, accounts and other financial records relating to the activities of the Club, and cheque books and other transaction documents for operating any bank or other deposit account of the Club.
- 26.3 The Treasurer may delegate any tasks applicable to the running of each Sub-Committee to the Treasurer of each Sub-Committee.

PART 5 ~ MEETINGS

27. Annual general meetings - holding of

- 27.1. With the exception of the first annual general meeting, the Club must at least once in each calendar year and within three (3) months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- 27.2 Within such later time as may be allowed by the Director-General or prescribed by the Regulation.

28. Annual general meetings – calling of and business

- 28.1 Subject to the Act and Rule 27.1, the annual general meeting of the Club is to be convened on such a date and at such a place and time as the Committee thinks fit.
- 28.2 In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the Committee and the Sub-Committees, reports on the activities of the Club and the respective Sub-Committees during the preceding financial year;
 - (c) to elect the Committee of the Club;
 - (d) to receive and consider the financial statements that are required to be submitted to members under section 26(6) of the Act.
- 28.3 An annual general meeting must be specified as such in the notice convening the meeting.

29 Special general meeting - calling of

- 29.1 The Committee may convene a special general meeting of the Club whenever the Committee thinks necessary or appropriate.
- 29.2 Following a requisition in writing signed by at least 10 financial members of the Club, the Committee must convene a special general meeting of the Club.
- 29.3 A requisition of financial members for a special general meeting must:
- (a) state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 29.4 If the Committee fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or

more of the members who made the requisition may convene the special general meeting to be held not later than three months after that date.

- 29.5 A special general meeting convened by a member or members as referred to in Rule 9.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

30 Notice

- 30.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause to be posted on the website or email to each member at the members address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 30.2 If the nature of the business to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 28 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in Rule 20.3 specifying, in addition to the matter required under Rule 20.3, the intention to propose the resolution as a special resolution.
- 30.3 No businesses other than that specified in the notice convening a general meeting is to be transacted at the meeting, except in the case of the annual general meeting at which the business described in Rule 19.4 may be transacted despite anything else in the notice of meeting.
- 30.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

31. Quorum for general meeting

- 31.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 31.2 A quorum for Committee meetings is 50% of its officers.
- 31.3 If within fifteen minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved; or
 - (b) if any other case, is to stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day on which the meeting is adjourned) at the same place.
- 31.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

32. Presiding member

- 32.1 The President or, in his or her absence, the Vice President, is to preside as chairperson at each general meeting of the Club.
- 32.2 If the President and Vice President are absent or are unwilling to act, the members present must elect one of their numbers present to preside as chairperson at the meeting.

33. Adjournment

- 33.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 33.2 If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 33.3 Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

34. Making decisions

- 34.1 A question arising at a general meeting of the Club is to be determined: -
- (a) on a show of hands,
 - (b) or unless a poll is demanded either before or on the declaration of the show of hands.
- 34.2 A declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 34.3 At a general meeting of the Club, a poll may be demanded by the chairperson or by at least 5 members present in person at the meeting.
- 34.4 If a poll is demanded at a general meeting, the poll must be taken:
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and time before the close of the meeting as the chairperson directs;

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

35. Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

36. Voting

- 36.1 On any question arising at a general meeting of the Club each member present and entitled to vote under these rules has one vote only.
- 36.2 In the event of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 36.3 A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.

36.4 A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

37. Proxy voting and postal ballots

37.1 Proxy voting must not be undertaken at or in respect of any meeting.

37.2 The association must not hold a postal ballot to determine any issues or proposal.

38 Standing orders for conduct of meetings

38.1 So as to maintain good order and to facilitate the business of the meetings, the following rules shall be observed:

- (a) A person entitled to vote at a meeting who gives a notice of motion shall read it aloud, having given a copy to the Secretary, at least seven (7) days before the meeting at which it is intended such motion shall be moved.
- (b) No motion entered on the notice paper shall be proceeded with unless the person who has given such notice or some person authorised by him is present when the business is called in order. Notices not so proceeded with shall be struck out.
- (c) Any motion not seconded shall not be further debated but shall lapse.
- (d) As soon as a debate on a question is concluded, the Chairman shall put the question to the meeting in a distinct and audible manner.
- (e) A motion, having been proposed, may be amended by leaving out, substituting or adding words, and such amendments shall be resolved by a majority of votes.
- (f) When an amendment is declared carried, it shall take the place of the original motion, when a further amendment can be proposed until the question is finally decided.
- (g) Unless a motion be carried to the contrary, reports and correspondence shall be taken as "received" immediately upon being read.

39. Suspension of standing orders

It shall be lawful to suspend standing orders at any meeting by the agreement of a majority of Members present.

40 Order of debate

40.1 Any Council Member desiring to propose a motion or amendment or to discuss any matter under consideration must address the President. No Member may speak to any motion after the same has been put by the President and has been voted upon. When two (2) or more Members seek to speak, the President shall call upon the Member who, in his opinion, first sought to speak. In the discussion, no member shall be allowed to speak more than once (excepting strictly in explanation), except the mover of the original motion, who shall have the right of reply.

40.2 A Member, when speaking, must confine his remarks to the subject under debate and avoid personalities. He shall not use any discourteous language or reflect on any Member whilst in debate. Any Member feeling dissatisfaction with the decision on any point of order may appeal to the Members present provided the appeal is seconded. In cases of appeal from the ruling of the President a temporary President shall be appointed and the question shall be as follows: "Shall the decision of the President stand as the judgment of the meeting?" and the question shall be decided without debate..

40.3 If, after two (2) speakers have spoken successively on the same side of the question, no speaker follows on the other side, the President shall submit the motion or amendment to the meeting after

affording the mover the right of reply.

40.4 No motion that "The question be now put" shall be entertained at any meeting..

41 Rescinding a previous resolution or ruling

Any resolution passed at the meeting of the committee or any ruling given by the Chairman and accepted by the majority of the voting members of the committee shall not be rescinded or varied except by resolution carried by 75% majority of the members.

PART 6 ~ FINANCES

42. Source of funds

42.1 The Funds of the Club shall be derived from member's subscriptions, entrance fees, registration fees, donations, sponsorships, canteen receipts and raffles and such other sources as the Committee determines.

42.2 The funds of the Club shall be placed in a financial institution approved by the Committee in the name of the Club.

42.3 All moneys received shall be banked without undue delay into the relevant bank account established for such purpose.

43 Management of funds

43.1 Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the Committee, or any Sub-Committee as authorised under these Rules, determines.

43.2 The management committee shall prepare the budget estimates of the Association for adoption each financial year.

43.3 The signatories to the committee's account/s will be the Club Treasurer and any from the following, provided they are not from the same family;

- President
- Vice-President
- Junior Treasurer
- Secretary
- Other committee members as agreed from time to time by the Association.

43.4 Each committee must work to the approved budget in relation to the funds and expenses received and incurred in the day to day operation of its own division of the Club.

43.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two of the officers authorised to do so by the Committee, or the relevant Sub-Committee, and then only after the account or invoice has been approved for payment by the Committee or Sub-Committee.

43.6 Each Sub-Committee shall account to the Committee for such funds and expenses and provide to the Treasurer of the Club all such information, records, documents and details as he or she may request from time to time.

- 43.5 Notwithstanding any of the above the Treasurer shall be responsible for the proper discharge of his or her duties and the members of each Sub-Committee shall do all acts and things to assist the Treasurer in doing so.

PART 7 ~ SERVICE AWARDS

44 Patrons and Life Members

- 44.1 The Committee may invite any person to accept the title of Patron of the club subject to ratification of such invitation.
- 44.2 The appointment of the patron shall be for a term of twelve calendar months commencing, on the date of the meeting on which the position of patron was conferred unless the patron is removed in accordance with the provisions of these rules
- 44.3 Life Membership of the Club may be awarded to people, male or female, and who have made a significant and long term contribution well above the norm, on or off the field.
- 44.4 A person nominated for Life Membership should be:
- (a) nominated in writing, to be in the hands of the Secretary at least twenty one (21) days prior to the date of the meeting, and seconded by a minimum of six (6) financial members of the Club;
 - (b) elected by a minimum two thirds of the members present at an annual general meeting or special general meeting.
- 44.5 Life Members are eligible to vote at all annual, general and special meetings of the Club and are not required to pay any annual fees.
- 44.6 As a guideline any person considered for nomination for Life Membership of the Club should meet, or exceed, at least five (5) of the following criteria:
- (a) the person should have been a financial member of the Club for a minimum of 10 years;
 - (b) the person should have been a playing member of the Seniors for a minimum of 10 years;
 - (c) the person should have been a Committee member or elected official of the Club, for a minimum of 5 years;
 - (d) the person has been elected Club person of the year;
 - (e) the person has been a coach or manager of a team, for a minimum of 5 years;
 - (f) the person has volunteered to undertake a significant position in the club i.e. groundsman, club first aid officer, coordinator or the like, for a minimum of 5 years;
 - (g) the person has made a significant contribution to Club life through active participation in social activities and other off field activities;
 - (h) the person is of good character and highly regarded by his peers.

45 Club Honours

- 45.1 The Club may award Honours to those members who have made a significant and long term contribution to Club, through football and administration.
- 45.2 A person nominated for Honours should be:
- (a) nominated in writing, to be in the hands of the Secretary at least twenty one (21) days prior to the date of the meeting, and seconded by a minimum of six (6) financial members of the Club;

- (b) elected by a minimum two thirds of the members present at an annual general meeting or special general meeting.
- 45.3 As a guideline , any person considered for nomination for Club Honours should meet, or exceed, at least five (5) of the following criteria:
- (a) the person should have been a financial member of the Club for a minimum of 8 years;
 - (b) the person should have been a playing member of the Seniors for a minimum of 8 years;
 - (c) the person has been selected and have played representative Rugby;
 - (d) the person should have been a Committee member or elected official of the Club, for a minimum of 3 years;
 - (e) the person has been elected club person of the year or served as Club Captain;
 - (f) the person has been a coach or manager of a team, for a minimum of 4 years;
 - (g) the person has volunteered to undertake a significant position in the club i.e. groundsman, club first aid officer, coordinator, or the like, for a minimum of 3 years;
 - (h) the person has made a significant contribution to the Club by life through active participation in social activities and other off field activities;

PART 8 ~ MISCELLANEOUS

46. Insurance

The association may effect and maintain insurance.

47. Change of name, objects and constitution

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

48. Custody of books

The public officer, except as otherwise provided by this constitution, must keep in his or her custody or under his or her control all records, books and other documents relating to the club.

49. Inspection of documents

- 49.1 The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
- (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- 49.2 A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

50. Service of notices

- 50.1 For the purpose of this constitution, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by email or some other form of electronic transmission to an address specified

by the person for giving or serving the notice.

50.2 For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) in the case of a notice sent by email or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

51. Dissolution of the union

- (a) the Union shall be deemed to have been dissolved if and when a special resolution in favour of dissolution shall be carried by a majority of 75% or the whole of the Union at the Special General Meeting of the Union specially called for the purpose of considering such dissolution.
- (b) in a winding up of the Union, the surplus property of the Union is to be distributed in accordance with a special resolution of the Union and in accordance with the provisions of the act.
- (c) surplus property of the Union is a reference to that property of the Union remaining after satisfaction of the debts and liabilities of the Union and the costs, charges and expenses of the winding up of the association.

PART 9 ~ STANDING ORDERS

52 Existing Life Members

All existing life members shall continue to be life members of under this amended constitution. The names are listed as follows: R Compton, M Brown, B Radcliffe, R Tisdall, C Beatson, W Garling, S Horton, P Homan, B Lilley, Gary Wells, G King, G Morrison.

53 Amendments

END

THE RAZORBACKS

RUGBY CLUB Inc

P.O. Box 32 Ourimbah N.S.W 2258



Est 1981

APPLICATION FOR MEMBERSHIP

The Razorbacks Rugby Club - Incorporated

I,
(full name of applicant)

of
(address)

.....hereby apply to become a member of the
(occupation)

above named incorporated club. In the event of my admission as a member, I agree to be bound by the rules of the club for the time being in force.

.....
Signature of applicant

Date:

I,, a member of the club, nominate the applicant, who is personally known to me, for membership of the club.

.....
Signature proposer

Date:

I,, a member of the club, second the nomination of the applicant, who is personally known to me, for membership of the club.

.....
Signature of seconder

Date:

THE RAZORBACKS

P.O. Box 32 Ourimbah N.S.W 2258

RUGBY CLUB Inc



Est 1981

THE RAZORBACKS RUGBY CLUB - CHARTER OF THE SUB-COMMITTEES

1.0 NAME:

The Razorbacks Rugby Club Sub-Committees (the committees)

2.0 OBJECTS:

The objects of the committees are

- 2.1 To promote and encourage the playing of rugby union and develop a love of the game.
- 2.2 To promote and develop the necessary skills of the game and a sense of sportsmanship and fair play amongst the players.
- 2.3 To provide the facilities and infrastructure which allow for continued participation in rugby union in a safe and supervised manner.
- 2.4 To support grade and junior players in representative programs, and assist their development path.
- 2.5 To increase community based participation in rugby union and the committee.
- 2.6 To provide a platform of developed players who migrate into clubs grade teams and to further representative rugby union.

3.0 ATTAINING OBJECTS

The committees shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the committee.

4.0 PROPERTY OF THE CLUB

The committees must apply all property and income of the Club, which it is responsible for supervising towards the promotion of the objects or purposes of the committee.

5.0 POWERS OF THE SUB COMMITTEES

- 5.1 To operate bank accounts under the direction of the Club Treasurer.
- 5.2 Administer the finances in accordance with the budget approved by the Management Committee.
- 5.3 Fix registration and administration fees and decide such levies applicable to the operations of the sub-committee operations and to enforce payment thereof;
- 5.4 Accept donations and gifts and arrange sponsorships in accordance with the objects of the committee;
- 5.5 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club;
- 5.6 Provide gifts and prizes in accordance with the objects of the committee;
- 5.7 Cause minutes to be made of all proceedings at meetings Committee Meetings;
- 5.8 Should a vacancy occur on the Management Committee during the season, the Sub-Committee shall have the power to appoint a successor.
- 5.9 Organise social events for Club Members, their families and friends, and the promotion of the club.

6.0 SUB COMMITTEE MANAGEMENT

- 6.1 The Sub-Committee could consist of as many officers deemed necessary by the Club Vice President to perform the functions of the Club;
- 6.2 Sub-Committee could consist of;
 - 6.2.1 Vice President (Chair of the Committee)
 - 6.2.2 Officers
 - 6.2.3 Committee members
- 6.3 A quorum of the Sub-Committee must be 50% of the Officers.
- 6.4 The Sub-Committee shall meet when required but at least twice a year.
- 6.5 If the Vice-President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.
- 6.6 A Officer of the sub-committee may lose his or her seat on the committee as voted on by a committee meeting attended by at least 2 of the main office bearers and at least 2 other committee members.

7.0 VOTING

- 7.1 Voting powers at Sub Committee Meetings;
 - 7.1.1 The Vice-President shall be entitled to a deliberate vote, and, in the event of a tied vote shall exercise a casting vote.
 - 7.1.2 Each individual committee member present shall have one (1) vote.

8.0 BANKING AND FINANCE:

- 8.1 Only the Management Committee shall cause to be opened banking account or accounts in the name of the Club.
- 8.2 The sub-committees will provide the Management Committee with funds, in shares determined by the Management Committee for the maintenance and upgrading of the ground and its facilities. The Management Committee will notify each Sub-Committee of this amount as soon as practical after the Annual General Meeting.
- 8.3 The sub-committees must prepare a budget for adoption the Management Committee as soon as practical after the AGM but before the competition starts.
- 8.4 All funds of the sub-committee must be deposited into the sub committee's accounts at such bank or recognised financial institution as the Management Committee may determine.
- 8.5 All established bank accounts shall require two signatories for each transaction, not from the same immediate family and of a maximum amount in any one day as determined by the Management Committee.
- 8.6 All financial transactions must be in accordance with a budget adopted by the Management Committee.
- 8.7 All accounts due by the sub-committee shall be paid by cheque or internet banking requiring two signatories not from the same immediate family.
- 8.8 The sub-committee shall not spend more than a set amount from Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure.
- 8.9 The sub-committee shall table a statement or report showing the financial position of the committee at each Management Committee Meeting.
- 8.10 The signatories to the committee's account/s will be the Club Treasurer and any from the following;
- Vice-President
 - Club Treasurer
 - Secretary
 - Treasurer
 - Other committee members as agreed from time to time
- 8.11 All property and income of the committee will apply solely to the promotion of the objects of the committee and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects, or as approved by the Club Treasurer.

Signatories

Club President - _____ Date _____

Senior Vice President – _____ Date _____

Junior Vice President - _____ Date _____

Secretary - _____ Date _____

Treasurer - _____ Date _____

END