

**Constitution Of**  
**Western Raptors Rugby Club**  
**INC**

## CONTENTS

		<b>Page No.</b>
	<b>OBJECTS</b>	
<b>PART 1</b>	<b>OBJECTS OF THE CLUB</b>	9
<b>1.</b>	<b>Club's Objectives</b>	9
1.1	Objects stated	9
1.2	Club's Headquarters	10
	<b>RULES</b>	
<b>PART 2</b>	<b>INTERPRETATION OF THE CLUB'S RULES</b>	11
<b>2.</b>	<b>Interpretation</b>	11
2.1	Dictionary	11
2.2	Interpretation Act 1987	12
2.3	Alternative Meanings	12
<b>PART 3</b>	<b>CLUB COLOURS AND PLAYING DRESS</b>	12
<b>3.</b>	<b>Club's Colours and Attire</b>	12
3.1	Colours	12
3.2	Attire	12
3.3	Emblems and sponsorship logos	12
<b>PART 4</b>	<b>MEMBERSHIP</b>	13
<b>4.</b>	<b>Membership Qualifications</b>	13
4.1	Categories of Membership	13
4.2	Qualifications	13
4.2.1	Playing Members and Non-playing Members	13
4.2.2	Life Members	13
<b>5.</b>	<b>How to Become a Playing or Non-playing Member</b>	13
5.1	Form	13
5.2	Referred to Committee	13
5.3	Application approved	14
5.4	Entry in member's register	14
5.5	Right of Appeal	14
<b>6.</b>	<b>Life Members</b>	14

6.1	Statement of principle	14
6.2	Nominations	14
6.3	To the secretary	14
6.4	Supporting information	14
6.5	Considered by Committee	14
6.6	Voting	15
6.7	Votes required	15
6.8	Privileges	15
<b>7.</b>	<b>Termination of Membership</b>	15
7.1	Grounds for termination	15
<b>8.</b>	<b>Membership cannot be transferred</b>	16
<b>9.</b>	<b>Membership Year</b>	16
<b>10.</b>	<b>Resignation</b>	16
10.1	Notice	16
10.2	Effective Date	16
10.3	Remains liable or outstanding fees	16
10.4	Removed from member's register	16
<b>11.</b>	<b>Member's Register</b>	16
11.1	Form	16
11.2	Open for inspection	17
<b>12.</b>	<b>Membership fees and player registration fees</b>	17
12.1	Committee's power to set fees	17
12.2	Different fees for different categories of members	17
12.3	Committee's power to set different fees	17
12.4	Annual fee	18
12.5	Method of payment	18
12.6	Power to waive	18
<b>13.</b>	<b>Member's Liability</b>	18
13.1	Limited Liability	18
13.2	Penalties	18
<b>14.</b>	<b>Discipline</b>	18
14.1	Member to show cause	18
14.2	Member to be notified	19
14.3	Committee's consideration	19
14.4	Member to be notified	20
14.5	Penalty suspended pending appeal	20

14.6	Effect on membership rights	20
<b>15.</b>	<b>Right of Appeal</b>	20
15.1	To the Appeals Committee	20
15.2	Time	20
15.3	Convening of meeting	20
15.4	Procedure at Appeals Committee meeting	20
<b>PART 5</b>	<b>THE COMMITTEE</b>	21
<b>16.</b>	<b>Committee's Powers</b>	21
16.1	Powers defined	21
<b>17.</b>	<b>Members of the Committee</b>	21
17.1	Who are they?	21
17.2	Term of appointment	22
17.3	Casual vacancies	22
17.4	Power to co-opt	22
<b>18.</b>	<b>Alternate Committee Members</b>	22
18.1	Leave of absence	22
18.2	Rights	22
18.3	Termination of Appointment	22
18.4	Further Alternates	22
<b>19.</b>	<b>Election of Members of Committee</b>	22
19.1	How to nominate	23
19.2	Not enough nominations	23
19.3	Adequate nominations	23
19.4	Excess of nominations	23
19.5	Conduct of ballot	23
19.6	Cannot hold two positions	23
19.7	Director of Coaching	23
<b>20.</b>	<b>Secretary</b>	23
20.1	Address	23
20.2	Minutes	23
20.3	Signing of minutes	24
20.4	Duties	24
<b>21.</b>	<b>Treasurer</b>	25
21.1	Duties	25
<b>22.</b>	<b>Casual Vacancies</b>	25
22.1	How this arises	25
<b>23.</b>	<b>Removal of Member</b>	26
23.1	How?	26
23.2	Member's explanation	26

<b>24.</b>	<b>Meetings and Quorum</b>	26
24.1	Number	26
24.2	Time	26
24.3	Adjourned Meeting	26
<b>25.</b>	<b>Conduct of Meetings</b>	26
25.1	Frequency	26
25.2	Time and place	26
25.3	Extra meetings	27
25.4	Notice	27
25.5	Agenda	27
25.6	Chairman	27
25.7	Meetings held by electronic means	27
<b>26.</b>	<b>Sub-Committees</b>	28
26.1	Power to delegate	28
26.2	Powers of Sub-Committee	28
26.3	Limitations on Sub-Committee	28
26.4	Does not restrict the Committee's powers	28
26.5	Effect of Sub-Committee's decisions	28
26.6	Cancellation	28
26.7	Procedure of Sub-Committee	28
<b>27.</b>	<b>Voting and Decisions</b>	28
27.1	Simple majority	29
27.2	Casting vote	31
27.3	Effect of vacancies	31
27.4	Validity of actions	31
<b>28.</b>	<b>By-Laws</b>	31
28.1	Committee's power	31
<b>29.</b>	<b>Public Officer</b>	31
29.1	Appointment	31
29.2	Duties	31
29.3	When appointed	31
<b>PART 6</b>	<b>GENERAL MEETINGS OF THE CLUB</b>	32
<b>30.</b>	<b>Holding of the Annual General Meeting</b>	32
30.1	When?	32
30.2	Specific date	32
30.3	Where?	32
<b>31.</b>	<b>Business to be conducted at the Annual General Meeting</b>	32

<b>32.</b>	<b>The Calling of Special General Meetings</b>	<b>33</b>
32.1	At the Committee's discretion	33
32.2	Request by members	33
32.3	Form of member's request	33
32.4	Failure of Committee to convene	33
32.5	Meeting convened by members	33
<b>33.</b>	<b>Notice of the Meeting</b>	<b>33</b>
33.1	Form of notice where no special resolution proposed	33
33.2	Form of notice where special resolution proposed	34
33.3	No other business	34
33.4	How do members bring business before a general meeting?	34
<b>34.</b>	<b>Procedure</b>	<b>34</b>
34.1	Must be a quorum	34
34.2	What constitutes a quorum?	34
34.3	No quorum?	34
34.4	Quorum at adjourned meeting	35
<b>35.</b>	<b>Chairman</b>	<b>35</b>
35.1	President – 1 <sup>st</sup> choice	35
35.2	Senior Vice-President – 2 <sup>nd</sup> choice	35
35.3	Another Committee member – 3 <sup>rd</sup> choice	35
<b>36.</b>	<b>Adjournment</b>	<b>35</b>
36.1	Chairman's right to adjourn	35
36.2	Fresh notice	35
36.3	Otherwise no notice	35
<b>37.</b>	<b>Making of Decisions</b>	<b>35</b>
37.1	How?	35
37.2	Evidence of the decision	35
37.3	Right to a poll	36
37.4	Format for a poll	36
<b>38.</b>	<b>Special Resolution</b>	<b>36</b>
38.1	What is it?	36
<b>39.</b>	<b>Voting</b>	<b>36</b>
39.1	One vote per member	36
39.2	Limit on proxies	36
39.3	Casting vote	37
39.4	Eligibility to vote – must be financial	37
<b>40.</b>	<b>Appointment of Proxies</b>	<b>37</b>

40.1	Entitlement	37
40.2	Form	37
<b>PART 7</b>	<b>MISCELLANEOUS</b>	<b>37</b>
<b>41.</b>	<b>Insurance</b>	<b>37</b>
<b>42.</b>	<b>Source of Funds</b>	<b>37</b>
42.1	From where?	37
42.2	Pay into bank account	37
42.3	Receipts	37
<b>43.</b>	<b>Management of Funds</b>	<b>38</b>
43.1	By the Committee	38
43.2	Signature of cheques	38
43.3	Payment of interim expenses	38
<b>44.</b>	<b>Financial year</b>	<b>38</b>
<b>45.</b>	<b>Altering the Club's Objects and Rules</b>	<b>38</b>
45.1	Special resolution	38
<b>46.</b>	<b>Club's Books and Records</b>	<b>39</b>
<b>47.</b>	<b>Inspection of Books, Etc.</b>	<b>39</b>
<b>48.</b>	<b>Service of Notices</b>	<b>39</b>
48.1	How?	39
48.2	By Post	39
48.3	By Fax	39
48.4	By Email	39
<b>49.</b>	<b>How to resolve internal disputes</b>	<b>40</b>
49.1	Initial procedure	40
49.2	Further steps	40
<b>PART 8</b>	<b>SELECTION OF TEAMS, CAPTAINS AND COACHES</b>	<b>40</b>
<b>50.</b>	<b>Committee's Powers</b>	<b>40</b>
50.1	Selection of Rugby playing and administration positions	40
50.2	Method of selection	40
<b>PART 9</b>	<b>RESTRICTIONS ON DISTRIBUTION OF CLUB'S INCOME AND PROPERTY</b>	<b>40</b>
<b>51.</b>	<b>Income and Property</b>	<b>40</b>

51.1	Only to be used for Club's Objects	40
51.2	Cannot be distributed to Club members	40
51.3	Permitted Payments	40
<b>52.</b>	<b>Winding Up</b>	41
52.1	Surplus cannot be distributed to Club members	41
52.2	What may be done with the surplus	41
<b>PART 10</b>	<b>CLUB'S AUDITOR</b>	41
<b>53.</b>	<b>Auditor</b>	41
<b>PART 11</b>	<b>UNFINANCIAL MEMBERS</b>	42
<b>54.</b>	<b>Defaulting Members</b>	42
54.1	Definition	42
54.2	Loss of benefits	42
54.3	Defaulters named	42
<b>PART 12</b>	<b>CLUB'S PERMANENT PLAYING RECORDS AND AWARDS</b>	42
<b>55.</b>	<b>How the recipients are selected</b>	42
55.1	Committee determines the criteria	42
55.2	Committee determines the winners	42
55.3	Future awards	43
<b>PART 13</b>	<b>PATRONS</b>	43
<b>56.</b>	<b>Patrons</b>	43
56.1	Number	43
56.2	How elected?	43
56.3	How nominated?	43
56.4	No right to vote	43
<b>Schedule 1</b>	<b>Appointment of Proxy</b>	49



# OBJECTS

## OF

### WESTERN RAPTORS RUGBY CLUB INC

#### **PART 1 - OBJECTS OF THE CLUB**

##### **1. CLUB'S OBJECTIVES**

###### 1.1 Objects stated

The objects of the Club are:

- To promote Rugby Union within the local community in a friendly environment and with demonstrated sportsmanship and teamwork
- To uphold principles and honour to which the game of Rugby Union has acclaimed throughout the community.
- To foster, encourage and promote the game of rugby union.
- To maintain a liaison in administration between this club and any other governing body of rugby union.
- To provide pathways for players from the junior club to the senior club.
- To promote and support community charity organisations
- To encourage family and spectators to support all players and officials in accordance with the ARU Code of Conduct and to embrace the principles of good sportsmanship.
- The Club will be known as the Western Raptors Rugby Club.

###### 1.2 Club's Headquarters

The Headquarters of the Club are Mittigar Reserve at Luxford Rd, Hassall Grove.

###### 1.3 Club ethos:

'The Friendly Club'

# **RULES**

## **OF**

### **WESTERN RAPTORS RUGBY CLUB INC**

## **PART 2 - INTERPRETATION OF THE CLUB'S RULES**

### **2. INTERPRETATION**

#### 2.1 Dictionary

In these Rules, unless otherwise stated:

"**Act**" means the Associations Incorporation Act, 1984;

"**AGM**" means the Club's Annual General Meeting;

"**Appeals Committee**" means a Sub-Committee (formed under Rule 28) of 3 members of the Club appointed by the Committee and who may change from time to time;

"**ARU**" means the Australian Rugby Union Limited;

"**Club**" means the Western Raptors Rugby Club

Inc;

"**member**" means a member of the Club (in any of the categories of membership set out in Rule 4) – but a person who is a member of the Club and who is required to pay a fee to the Club but has not done so is an unfinancial member and has no voting or other membership rights unless and until that fee has been paid.

"**Regulation**" means the Associations Incorporation Regulation, 1999.

"**secretary**" means -

- the person holding office as Club secretary; or
- if no-one holds that office, the Club's Public Officer

"**special general meeting**" means any general meeting of the Club apart from the AGM.

## 2.2 Interpretation Act 1987

The Interpretation Act, 1987 applies to these Rules as if these Rules were an instrument made under the Act.

## 2.3 Alternative Meanings

- Words expressed in singular include plural and vice versa; and
- words expressed in one gender include the others.

# **PART 3 - CLUB COLOURS AND PLAYING DRESS**

## **3. CLUB'S COLOURS AND ATTIRE**

### 3.1 Colours

The Club's colours will be Green, Red, Blue and Gold.

### 3.2 Attire

All members playing for the Club must dress in proper attire. All boots, shoes, shorts, shirts, headwear and jumpers worn by players representing the Club must be in the Club colours or in such colours as are determined from time to time by the Committee.

### 3.3 Emblems and sponsorship logos

The design of emblems and sponsorship logos which may be fixed to a player's attire will be as determined from time to time by the Committee.

# **PART 4 - MEMBERSHIP**

## **4. MEMBERSHIP QUALIFICATIONS**

### 4.1 Categories of Membership

Membership of the Club consists of the following categories:

- Playing Members;
- Non-playing Members;
- Life Members

## 4.2 Qualifications

A person is a member of the Club if that person is 18 years of age or more and:

- Playing Members and Non-playing Members
  - (a) has been approved for membership as a Playing Member or as a Non-playing Member by the Committee in accordance with Rule 5; and
  - (b) has paid all membership fees in accordance with Rule 12.
- Life Members
  - is a Life Member who has been elected under Rule 6.

## 5. **HOW TO BECOME A PLAYING OR NON-PLAYING MEMBER**

### 5.1 Form

An application for membership as a Playing Member or Non-playing Member:

- must be made by the applicant in writing in the form prescribed by the ARU or in some other form prescribed by the Committee; and
- must be lodged with the secretary.

### 5.2 Referred to Committee

Promptly after receiving the application the secretary must refer it to the Committee which must decide whether to approve or reject it.

### 5.3 Application approved

If the Committee approves the application, the secretary must promptly notify the new member of that approval and request payment of the membership fee within a time period specified by the Committee.

### 5.4 Entry in member's register

On payment of the amount mentioned in Rule 5.3 within the time period specified by the Committee, the public officer must enter the new member's name in the membership register and when that is done the new member becomes a member of the Club and is automatically bound by these Rules.

### 5.5 Right of Appeal

If an application for membership is rejected by the Committee then the applicant can appeal against that decision as follows:

- (a) The appeal must be in writing signed by the applicant setting out reasons why the applicant believes he or she should be admitted as a member;
- (b) It must be lodged with the Secretary within 14 days of the date on which the applicant is notified that his original application has been rejected;

- (c) The appeal will be heard by the Appeals Committee within 21 days of the date on which the appeal is received by the Secretary. The applicant may supply further written material for the Appeals Committee to consider.
- (d) The decision of the Appeals Committee is final.

## **6. LIFE MEMBERS**

### 6.1 Statement of principle

Life membership is the highest honour the Club can confer.

### 6.2 Nominations

A nomination for life membership must be proposed by a member and seconded by another member.

### 6.3 To the secretary

A nomination must be given to the secretary before 30 June.

### 6.4 Supporting information

A nomination must be in writing and must state reasons for the nomination.

### 6.5 Considered by committee

The Committee must decide whether a nomination should be submitted to the next AGM.

### 6.6 Voting

A nomination submitted to the AGM will be voted upon by all members entitled to vote at that meeting. The vote will be conducted by secret ballot.

### 6.7 Votes required

For a nomination to be successful the candidate must receive votes from not less than three quarters (3/4) of the members who are entitled to and actually do vote in person or by proxy at the AGM.

### 6.8 Privileges

For so long as a person remains a Life Member of the Club, that Life Member has all the rights and privileges of a member of the Club but is not required to pay any membership fee to the Club.

## **7. TERMINATION OF MEMBERSHIP**

### 7.1 Grounds for termination

A person ceases to be a member (and this applies to all categories of membership) if he:

7.2 dies; or

7.3 resigns; or

7.4 is expelled; or

7.5 fails to pay any fee set by the Committee by the due date and becomes a "defaulting member" under Rule 54 or

7.6 contravenes the western raptors rugby club code of conduct.

7.7 acts in a manner detrimental to the interests of the Club and/or to Rugby Union in general.

## **8. MEMBERSHIP CANNOT BE TRANSFERRED**

8.1 A member's rights, privileges or obligations:

8.2 cannot be transferred to anyone and

8.3 terminate immediately that person ceases to be a member.

## **9. MEMBERSHIP YEAR**

The period of twelve (12) months which commences on 1st November each year constitutes the Club's membership year, but the Committee is to determine the date or dates by which any fee must be paid.

## **10. RESIGNATION**

10.1 Notice

A member can resign by giving one month's written notice to the secretary.

10.2 Effective date

When that period expires the person ceases to be a member.

10.3 Remains liable for outstanding fees

The person must still pay all fees due to the Club up to the date of resignation.

10.4 Removed from member's register

The public officer must record the date on which the person ceases to be a member.

## **11 MEMBER'S REGISTER**

11.1 Form

The public officer must establish and maintain a register of members specifying:

- (a) the name, address, telephone number and email address of each member; and
- (b) the date of joining; and
- (c) if applicable, the date the membership ended.

- 11.2 Open for inspection  
The member's register must be kept at the Club's main place of administration and can be inspected by any member free of charge at any reasonable time.

## 12. **MEMBERSHIP FEES AND PLAYER REGISTRATION FEES**

- 12.1 Committee's power to set fees
- (a) The Committee may determine an annual membership fee to be paid by members.
  - (b) The Committee may determine an annual registration fee for junior players who are not members of the Club.
  - (c) The Committee may set rules for the registration of junior players. For example: requiring the parent or carer of a junior player to become a member of the Club.
- 12.2 Different fees for different categories of members  
The Committee can set a different fee for each category of membership.
- 12.3 Committee's power to set different fees  
The Committee may, in its discretion:
- (a) set a separate fee for playing and non-playing members;
  - (b) consider the particular financial circumstances of a member and set a fee accordingly;
  - (c) set a separate fee for people who are members of the Club and for people who, whilst not being members of the Club, are registered to play for the Club;
  - (d) grant a part or full refund of any fee;
  - (e) take into account any other circumstances which the Committee considers relevant in determining the fee to be paid by a particular member.
- 12.4 Annual fee
- A member must pay an annual membership fee as determined by the Committee.

12.5 Method of payment  
The Committee may determine the method of payment of any fee.

12.6 Power to waive  
The Committee may, in its discretion, waive all or part of any fee.

### **13. MEMBER'S LIABILITY**

13.1 Limited liability  
The member's liability to contribute to the Club's debts and liabilities or the expenses of winding-up the Club is limited to the amount, if any, unpaid by the member for the annual membership fee.

13.2 Penalties  
The Committee may determine penalties that may be imposed on a member for a breach of discipline as referred to in Rule 14.

### **14 DISCIPLINE**

14.1 Member to show cause  
If the Committee believes a member has:

- (a) refused or neglected to comply with any of these Rules or any By-Laws; or
- (b) acted in a manner detrimental to the interests of the Club and/or to rugby union in general; or
- (c) breached the ARU Code of Conduct

then the Committee may, by a resolution which is passed by a majority of not less than three-quarters of the members of the Committee who are present (or, in the case of an electronic meeting, are contactable) and vote, require the member to show cause why he should not be dealt with by the Committee under this Rule 14.

14.2 Member to be notified  
If the Committee passes such a resolution then the secretary must promptly notify the member in writing:

- (a) setting out the Committee's resolution and a brief summary of the grounds on which it is based;
- (b) telling the member that he can address the Committee at a meeting to be held not earlier than 48 hours after he receives the notice. This minimum notice period of 48 hours can be shortened if both the member and the Committee agree to an earlier meeting;
- (c) stating the date, place and time of the meeting; and



- (d) telling the member that he may:
- attend and speak at the meeting; and/or
  - submit written representations to the Committee.

14.3 Committee's consideration

At the Committee meeting called under Rule 14.2, the Committee will:

- (a) allow the member and any witness called to make oral representations;
- (b) consider any written representations;
- (c) consider any other relevant evidence;
- (d) determine by a resolution, which must be passed by a majority comprising not less than three quarters of the members of the Committee who are present and vote, to:
- dismiss the complaint; or
  - expel the member; or
  - suspend the member for a specific period; or
  - reprimand the member; or
  - impose a fine; or
  - require the member to compensate the Club for any physical damage caused to the assets of either the Club or another member or a member of the public; or
  - impose any of the previous penalties but suspend the implementation of them for a specific period on condition that the member does not re-offend during that period.

14.4 Member to be notified

Whatever decision the Committee reaches must be notified to the member in writing within 7 days. Unless the complaint is dismissed, that notice must tell the member of his right of appeal under Rule 16.

14.5 Penalty suspended pending appeal

If the Committee imposes a penalty, then that penalty does not take effect:

- (a) until the period for appeal has passed and no appeal is lodged; or
- (b) if an appeal is lodged, until that appeal is rejected.

- 14.6 Effect on membership rights  
If a member is expelled or suspended then they cease to be a member and forfeits all rights that flow from membership. If expelled, the member's name will be notified to the NSW Rugby Union.

## 15. **RIGHT OF APPEAL**

- 15.1 To the Appeals Committee  
A member can appeal to the Appeals Committee against a penalty imposed under Rule 14.
- 15.2 Time  
An appeal must be in writing and be lodged with the secretary within 7 days after notice of the penalty is served on the member.
- 15.3 Convening of meeting  
On receipt of an appeal the secretary must then convene a meeting of the Appeals Committee within 21 days after the secretary receives the appeal.
- 15.4 Procedure at Appeals Committee meeting  
At that meeting of the Appeals Committee:
- (a) both the Committee and the member will have the opportunity to present their cases orally or in writing or both;
  - (b) a resolution passed by a simple majority of those members of the Appeals Committee present (and voting must be by secret ballot) will decide whether the appeal is upheld or rejected.

## **PART 5 - THE COMMITTEE**

### 16. **COMMITTEE'S POWERS**

- 16.1 Powers defined  
Subject to the Act, the Regulation, these Rules and any resolution passed at a general meeting, the Committee:
- (a) will control and manage the Club's affairs.
  - (b) may exercise all functions that the Club can exercise apart from those which must be exercised by a general meeting of members.
  - (c) can perform all acts and do all things which the Committee thinks are necessary or desirable to properly manage the Club's affairs;
  - (d) can make, amend and repeal by-laws to regulate the Club's

affairs which the Committee thinks are necessary for the proper and effective management of the Club (but no by-law can be inconsistent with these Rules);

(e) can employ any person;

(f) can co-opt to its meetings or the meetings of any sub-committee any person, whether a member or not (but that person will not be entitled to vote); and

## **17. MEMBERS OF THE COMMITTEE**

### **17.1 Who are they?**

The Committee will consist of:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer;
- (e) Registrar;
- (f) 3x Committee Members;
- (g) Club Coach.

making a total of 9 Committee Members.

### **17.2 Term of appointment**

Each Committee member, subject to these Rules, holds office until the end of the AGM after that member's election, but is eligible for re-election.

### **17.3 Casual vacancies**

If a casual vacancy occurs in the Committee, then the Committee may appoint a member to fill that vacancy. That member then holds office, subject to these Rules, until the end of the AGM.

### **17.4 Power to co-opt**

The Committee may permit any person to attend its meetings. That person can speak at meetings but not vote.

## **18. ALTERNATE COMMITTEE MEMBERS**

### **18.1 Leave of Absence**

A Committee member may request the Committee to grant him leave of absence and for the Committee to appoint a member of the Club to be an Alternate Committee Member in his place during such period as the Committee thinks fit. This period may be extended by the Committee from time to time.

### **18.2 Rights**

An Alternate Committee Member has all the rights of the Committee member he is replacing during this period. The Committee Member he is replacing loses all those rights during that period.

- 18.3      Termination of Appointment  
The appointment of the Alternate Committee Member may be terminated at any time by the Committee - even if the period of appointment of that Alternate Committee Member has not expired. The appointment is automatically terminated if the Committee member who is being replaced ceases to be a Committee member for any reason.
- 18.4      Further Alternates  
If, under Rule 18.3, the Committee terminates the appointment of the Alternate Committee Member, then the Committee may appoint another Alternate Committee Member using the same procedure as specified in this Rule.

## **19. ELECTION OF MEMBERS OF COMMITTEE**

- 19.1      How to nominate  
A nomination of a member for election as President, Vice President, Secretary or Treasurer of the Club:
- (a)      must be in writing, signed by 2 members and have the written consent of the candidate; and
  - (b)      must be given to the secretary at least 7 days before the AGM.
- 19.2      Not enough nominations  
If insufficient nominations are received to fill all vacancies, all candidates nominated will automatically be elected and further nominations can then be received at the AGM.
- If not enough further nominations are received then the vacant positions remaining become casual vacancies.
- 19.3      Adequate nominations  
If the nominations received equal the number of vacancies then the persons nominated are automatically elected.
- 19.4      Excess of nominations  
If the nominations received exceed the number of vacancies then there must be a ballot.
- 19.5      Conduct of ballot  
The ballot for the election of these members of the Committee must be conducted in a manner directed by the Committee.
- 19.6      Cannot hold two positions  
No member can hold two Committee positions unless the secondary position cannot be filled, but this does not apply to a Committee member who is also the Club's delegate to another organisation.

- 19.7        Club Coach  
The Committee appoints the Club Coach and the Committee may terminate that appointment at any time.

## **20.        SECRETARY**

- 20.1        Duties  
It is the duty of the Secretary to:
- (a)        attend to all correspondence, incoming and outgoing;
  - (b)        arrange and supervise preparation of the annual report;
  - (c)        issue notices of meetings;
  - (d)        prepare an agenda for each Committee meeting;
  - (e)        arrange the booking of all grounds for matches in which the Club is involved;
  - (f)        arrange and supervise preparation of the player's handbook;
  - (g)        keep full details of the Club's permanent playing records (see Rule 55), including the criteria for the selection of the award winner, the name of the award and the winner of the award; and
  - (h)        attend to such other matters as the Committee may determine.
- 20.2        Address  
The secretary will, promptly after appointment, notify the Club of his/her address.
- 20.3        Minutes  
The secretary must keep minutes of:
- (a)        all appointments to the Committee;
  - (b)        all appointments by the Committee;
  - (c)        the names of members present at a Committee meeting or a general meeting; and
  - (d)        all proceedings at Committee meetings and general meetings.

- 20.4      Signing of minutes  
All minutes must be signed by the chairman of the meeting or the chairman of the next succeeding meeting.

## **21.      TREASURER**

### 21.1      Duties

It is the duty of the Treasurer to ensure that:

- (a)      all money due to the Club is collected and all payments authorised by the Club are made;
- (b)      correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure;
- (c)      a statement is presented to each Committee meeting showing all receipts and payments made since the last Committee meeting showing the current financial position of the Club;
- (d)      all membership fees are paid and to implement procedures to recover outstanding fees;
- (e)      a budget is prepared if directed by the Committee;
- (f)      the Club's financial affairs are audited;
- (g)      accurate records of the Club's equipment and clothing are maintained;
- (h)      details of all accounts received for payment are presented to each Committee meeting; and
- (i)      all other matters as the Committee may determine are attended to.

## **22.      CASUAL VACANCIES**

### 22.1      How this arises

A casual vacancy occurs if a member of the Committee:

- (a)      dies;
- (b)      ceases to be a member of the Club;
- (c)      becomes bankrupt;
- (d)      resigns;
- (e)      is removed from office under Rule 23;

- (f) becomes of unsound mind;
- (g) is absent from three successive meetings of the Committee without providing an explanation which is reasonably acceptable to the Committee.

## **23. REMOVAL OF MEMBER**

- 23.1 How?  
At any time by a resolution at a general meeting passed by a simple majority, the Club can remove a member of the Committee from that office (including the Director of Coaching). By a similar resolution the Club can then appoint another member to take that person's place and that appointment runs for what would have been the term of the member who has been removed.
- 23.2 Member's explanation  
If a Committee member who is to be the subject of a resolution under Rule 23.1 wants to make written representations to the members, then the secretary may either send a copy of those representations to each member or read those representations to the meeting.

## **24. MEETINGS AND QUORUM**

- 24.1 Number  
A quorum of the Committee consists of one half of the then current members of the Committee plus 1.
- 24.2 Time  
The Committee cannot conduct any business unless a quorum is present. If there is no quorum within half an hour of the time appointed for the start of the meeting then that meeting is adjourned to a new time and date as determined by the Committee.
- 24.3 Adjourned meeting  
If at that adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting then the meeting will be dissolved.

## **25. CONDUCT OF MEETINGS**

- 25.1 Frequency  
Unless the Committee decides otherwise it will meet at least once each month.
- 25.2 Time and place  
The Committee is to decide the time and place of its meetings.

- 25.3      Extra meetings  
The President or any other Committee member can convene additional Committee meetings at any time.
- 25.4      Notice  
Except in relation to an electronic meeting under Rule 25.7, the secretary must give either oral or written notice of a Committee meeting to each Committee member at least 48 hours (or such other period as the Committee determines) before the time appointed for the meeting.
- 25.5      Agenda  
The notice given for the Committee meeting (or, in the case of an electronic meeting, the member desiring that meeting) must specify the general nature of the business to be conducted. No other business will be dealt with unless the members present unanimously agree to treat it as urgent.
- 25.6      Chairman  
(a)      The President will preside;  
  
(b)      If the President is absent the Senior Vice-President will preside;  
  
(c)      If the President and the Senior Vice-President are absent or unwilling to act then another member of the Committee, chosen by the members present, will preside.
- 25.7      Meetings held by electronic means  
A meeting of the Committee may be held by telephone, email, text message or by any other electronic method determined by the Committee. The following procedure will apply:
- (a)      The Committee member desiring the meeting must:
- take all reasonable steps to contact all other Committee members by telephone, email, text message or personally or other means to determine each member's attitude to the matter to be dealt with; and
  - must record the views of each member and the decision reached.
- (b)      So far as it is suitable, the procedure set out in these Rules for a meeting of the Committee will apply to such a meeting except that the members are not required to be present in the same room.
- (c)      At the next meeting of the Committee which is not an electronic meeting, the decision made as a result of the electronic meeting will be tabled and recorded by the secretary in the minutes.



## **26. SUB-COMMITTEES**

### 26.1 Power to delegate

The Committee may, in writing, delegate to one or more sub-Committees (which may consist of members and/or non-members - as the Committee thinks appropriate) the exercise of any of the Committee's functions, but not:

- (a) this power to delegate; nor
- (b) a function which is a duty imposed on the Committee by the Act or by any other law.

### 26.2 Powers of Sub-Committee

If a function is delegated to a Sub-Committee then until the delegation is cancelled by the Committee, that function can be exercised by the Sub-Committee but under the control of the Committee.

### 26.3 Limitations on Sub-Committee

If a function is delegated to a Sub-Committee then the Committee can impose restrictions and limitations and can also specify a time or other factor which may limit the Sub-Committee.

### 26.4 Does not restrict the Committee's powers

Even if a function is delegated to a Sub-Committee, the Committee can still continue to exercise that function.

### 26.5 Effect of Sub-Committee's decisions

Any act or thing the Sub-Committee does, within its powers, has the same force and effect as it had been done by the Committee.

### 26.6 Cancellation

The Committee may, in writing, cancel wholly or in part anything it delegates to a Sub-Committee.

### 26.7 Procedure of Sub-Committee

A Sub-Committee may meet and adjourn as it thinks appropriate.

## **27. VOTING AND DECISIONS**

### 27.1 Simple majority

Questions arising at Committee meetings or Sub-Committee meetings will be decided by a simple majority of the votes of members who are present.

### 27.2 Casting vote

Each member present, including the person presiding, has one vote. If votes are equal on any question the person presiding has a second or casting vote.

27.3 Effect of vacancies  
Provided there is a quorum, the Committee can act even if there is a vacancy on it.

27.4 Validity of actions  
Anything done by the Committee or by a Sub-Committee is valid and effective even if it is later discovered that there is a defect in the appointment or qualifications of any member of the Committee or of the Sub-Committee.

## **28. BY-LAWS**

28.1 Committee's power  
The Committee has power to make, amend and repeal by-laws to regulate the Club's affairs (including the imposition of penalties for breaches of Rule 14) which the Committee thinks are necessary for the proper and effective management of the Club, but no by-law can be inconsistent with these Rules.

## **29. PUBLIC OFFICER**

29.1 Appointment  
The Committee must appoint, from within the members of the Committee, the public officer.

29.2 Duties  
Apart from those duties imposed on him by the Act or specified in these Rules, the Committee will determine the duties of the public officer.

29.3 When appointed  
The Committee must appoint the public officer at the first committee meeting held after the AGM.

## **PART 6 - GENERAL MEETINGS OF THE CLUB**

### **30. HOLDING OF THE ANNUAL GENERAL MEETING**

30.1 When?  
The Club must call an AGM of its members at least once in each calendar year and no later than 30 November.

30.2 Where?  
The Committee will determine the place, time and date of the AGM - but it must comply with Rule 30.3.

30.3 Specific date  
The Club must hold its AGM so as to comply with the policy of the NSWRU.

## **31. BUSINESS TO BE CONDUCTED AT THE ANNUAL GENERAL MEETING**

- 31.1 The business to be conducted at the AGM will be:
- (a) President's opening remarks;
  - (b) Apologies tendered;
  - (c) Minutes of the last AGM and of any special general meeting held since to be confirmed;
  - (d) Reports from the Committee on the Club's activities during the previous financial year (including the annual report, balance sheet and treasurer's financial statement);
  - (e) To receive and consider the Statement which must be submitted to members under Section 26(6) of the Act;
  - (f) Election of Life Members, if appropriate;
  - (g) Election of patrons;
  - (h) Election of the President, Senior Vice President, Junior Vice President, Secretary and Treasurer;
  - (i) Election of an auditor;
  - (j) To deal with any special resolutions.

## **32. THE CALLING OF SPECIAL GENERAL MEETINGS**

- 32.1 At Committee's discretion  
The Committee may convene a special general meeting of the Club whenever it thinks appropriate.
- 32.2 Request by members  
The Committee must convene a special general meeting of the Club if at least 30% of the members make a written request.
- 32.3 Form of member's request  
A request from members for a special general meeting:
- A. must state the purpose of the meeting;
  - B. must be signed by the members requesting the meeting; and
  - C. must be lodged with the secretary.
- 32.4 Failure of Committee to convene  
If the Committee does not convene a special general meeting to be

held within one (1) month after the date on which the member's request is lodged with the secretary, then any one or more of the members who made that request can convene that special general meeting and it must be held not later than three (3) months after that date.

32.5 Meeting convened by members

If a special general meeting is convened by a member under Rule 32.4 then it must be called in the same way as general meetings are convened by the Committee. If the member incurs expense in doing this the Club must reimburse him.

**33. NOTICE OF THE MEETING**

33.1 Form of notice where no special resolution proposed

Unless the business to be dealt with at a general meeting requires a special resolution, the secretary will at least fourteen (14) days before the date set for the meeting post or email to each member at his address as appearing in the member's register a notice which sets out:

- (a) the location of;
- (b) the date of;
- (c) the time of;
- (d) the business proposed to be transacted at that meeting.

33.2 Form of notice where special resolution proposed

If the business to be dealt with at a general meeting requires a special resolution then the secretary will, at least 21 days before the date set for that meeting, post or email to each member at his address as appearing in the member's register a notice which complies with Rule 33.1 and also indicating the fact that a special resolution will be dealt with.

33.3 No other business

Apart from that specified in the notice, no other business may be conducted at a general meeting (except that business which is permitted at the AGM).

33.4 How do members bring business before a general meeting?

A member who wants to bring any business before a general meeting must give written notice to the secretary who will then include that business in the next notice which calls a general meeting.

## **34. PROCEDURE**

### 34.1 Must be a quorum

No item of business can be dealt with at a general meeting unless a quorum is present when the meeting is considering that item.

### 34.2 What constitutes a quorum?

20 members present in person (being members who are entitled to vote at a general meeting) constitute a quorum for the purpose of conducting business at a general meeting.

### 34.3 No quorum?

If a quorum is not present within half an hour of the appointed time for commencement of a general meeting then:

- (a) if the meeting was convened at the request of members, it will be dissolved;
- (b) in any other case, the meeting is automatically adjourned to the same day in the following week at the same time and place. This can only be varied if the person presiding at the meeting so decides or if members are given written notice of a change.

### 34.4 Quorum at adjourned meeting

If no quorum is present at the adjourned meeting within half an hour after the time appointed for commencement then the members present (provided there are not less than 10) constitute a quorum.

## **35. CHAIRMAN**

### 35.1 President – 1<sup>st</sup> choice

At each general meeting the President will preside.

### 35.2 Vice-President – 2<sup>nd</sup> choice

If the President is absent the Senior Vice-President will preside.

### 35.3 Another Committee member – 3<sup>rd</sup> choice

If the President and the Senior Vice-President are absent or unwilling to act then another member of the Committee, chosen by the members present, will preside.

## **36. ADJOURNMENT**

### 36.1 Chairman's right to adjourn

If there is a quorum present at a general meeting then the chairman can, with the consent of the majority of members present, adjourn the meeting - but at the adjourned meeting only the unfinished business can be dealt with.

### 36.2 Fresh notice

If a general meeting is adjourned for 14 days or more then the Secretary must give written or oral or email notice to each member of the place, date and time of the new meeting and the nature of the business to be dealt with.

- 36.3 Otherwise no notice  
Apart from the situations mentioned in Rules 36.1 and 36.2 notice of an adjournment of a general meeting or of the business to be dealt with at that adjourned meeting does not have to be given.

## **37. MAKING OF DECISIONS**

- 37.1 How?  
A question arising at a general meeting will be determined by a show of hands.
- 37.2 Evidence of the decision  
Unless before or on the declaration of the result of the show of hands a member demands a poll, a statement by the chairman that a resolution has been carried or carried unanimously or carried by a particular majority or lost is evidence of that fact without the need to record the number of votes in favour or against.
- 37.3 Right to a poll  
A poll may be demanded by the chairman or by not less than 3 members present in person or by proxy.
- 37.4 Format for a poll  
If a poll is demanded then it must be taken:  
(a) immediately, if it relates to the election of the chairman of the meeting or as to whether there should be an adjournment; or  
(b) in any other case, in a manner and at a time (before the close of the meeting) as the chairman directs.

## **38. SPECIAL RESOLUTION**

- 38.1 What is it?  
A special resolution is one:
- (a) passed by a majority of not less than three-quarters of the members who are entitled to vote and who do so in person or by proxy at a general meeting of which not less than 21 days written notice has been given. That notice must specify the intention to propose the resolution as a special resolution; or
- (b) if the Director-General of Fair Trading is satisfied that it is not possible or practicable for a resolution to be passed in the manner specified in Rule 38.1 then the resolution must be passed in a manner specified by that Director-General.

**39. VOTING**

- 39.1 One vote per member  
A member has one vote only.

For purposes of clarification - a person less than 18 years of age cannot be a member of the Club and so cannot have a right to vote.

- 39.2 Limit on proxies  
Voting must be personal or by proxy. No member may hold more than 5 proxies.

- 39.3 Casting vote  
If the votes are equal then the chairman has a second or casting vote.

- 39.4 Eligibility to vote – must be financial  
A member or proxy cannot vote unless all money due by that person to the Club has been paid.

**40. APPOINTMENT OF PROXIES**

- 40.1 Entitlement  
A member can appoint another member as his proxy by giving written notice to the Secretary at least 24 hours before the meeting.

- 40.2 Form  
That notice must be in the form set out in Schedule 1.

**PART 7 - MISCELLANEOUS****41. INSURANCE**

The Club may effect and maintain insurance.

**42. SOURCE OF FUNDS**

- 42.1 Entitlement  
A member can appoint another member as his proxy by giving written notice to the Secretary at least 24 hours before the meeting.

- 42.2 From where?  
The Club's funds will be derived from:

- A. membership fees;
- B. donations;
- C. sponsorships;
- D. grants; and
- E. any other source the Committee may determine.

42.3 Pay into bank account  
All money received by the Club must be promptly paid into the Club's bank account.

42.4 Receipts  
Promptly after receiving money the Club must issue a receipt.

#### **43. MANAGEMENT OF FUNDS**

43.1 By the Committee  
The Club's funds will be used to meet the Club's objects in a manner determined by the Committee.

43.2 Signature of cheques  
Cheques must be signed by any two members of the Committee who are authorised by the Committee to do so, one of whom must be the Treasurer.

43.3 Payment of interim expenses  
The Treasurer can make payments without the prior authority of the Committee to a total sum which does not exceed a figure which is determined by the Committee from time to time. He must report those payments to the next Committee Meeting for approval.

#### **44. FINANCIAL YEAR**

The Club's financial year starts on 1 October and ends on 30 September.

#### **45. ALTERING THE CLUB'S OBJECTS AND RULES**

Special resolution  
A special resolution is needed to change, cancel or add to these objects and rules.

#### **46. CLUB'S BOOKS AND RECORDS**

The secretary will keep control of all the Club's records, books and documents.

#### **47. INSPECTION OF BOOKS. ETC.**

A member can inspect the Club's records, books and documents at any reasonable time.



## 48. **SERVICE OF NOTICES**

### 48.1 How?

A notice may be served on a member:

- (a) personally; or
- (b) by post to the member's address taken from the member's register; or
- (c) by fax if the member has notified a fax number; or
- (d) by email if the member has notified an email address.

### 48.2 By Post

If a notice is sent by pre-paid post then it is deemed to be served on the member when delivery would occur in the ordinary course.

### 48.3 By Fax

If a notice is sent by fax then it is deemed to be served on the member on the next business day after the sender receives acknowledgment that the transmission has been successful.

### 48.4 By Email

If a notice is sent by email then it is deemed to be served on the member on the next business day after it is sent.

## 49. **HOW TO RESOLVE INTERNAL DISPUTES**

### 49.1 Initial Procedure

The Club will try to amicably resolve any dispute between members (in their capacity as members) and any disputes between members and the Club.

### 49.2 Further steps

If those efforts are unsuccessful the dispute will be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983.

At least 7 days before a mediation session is to commence the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

## **PART 8 - SELECTION OF TEAMS, CAPTAINS AND COACHES**

## 50. **COMMITTEE'S POWERS**

### 50.1 Selection of Rugby playing and administration positions

The Committee has control over the selection of teams, captains, coaches and other administrative roles associated with the rugby playing side of the Club.

50.2 Method of selection

The Committee may determine by by-law, sub-committee or other means the method of making these decisions.

## **PART 9 – RESTRICTIONS ON DISTRIBUTION OF CLUB’S INCOME AND PROPERTY**

### **51. INCOME AND PROPERTY**

## 51.1 Only to be used for Club’s Objects

The income and property of the Club must be used and applied solely in furtherance of its objects.

## 51.2 Cannot be distributed to Club members

No portion may be distributed, paid or transferred directly or indirectly to or amongst the members.

## 51.3 Permitted Payments

This rule does not prevent the payment in good faith of:

- (a) Interest to any member on money advanced by the member to the Club or otherwise owing to the member;
- (b) Remuneration to any officers or servants of the Club or to any member of the Club for services actually rendered;
- (c) Out of pocket expenses;
- (d) Money lent;
- (e) Reasonable and proper charges for goods hired to the Club.

### **52. WINDING UP**

## 52.1 Surplus cannot be distributed to Club members If:

- (a) The Club is wound up or its incorporation cancelled in accordance with the provisions of the Act; and
- (b) Any property remains after satisfying all liabilities

it must not be paid to or distributed amongst the members.

## 52.2 What may be done with the surplus

The surplus must be transferred to an institution or institutions:

- (a) Having similar purposes to those of the Club; and
- (b) Which prohibits or prohibit the distribution of its or their income and property amongst members to an extent at least as great as is imposed on the club by virtue of this rule; and
- (c) Which is determined in accordance with a special resolution at a general meeting of the members of the Club or, in the absence of such a resolution, by the Director-General of the Office of Fair Trading.

## **PART 10 - CLUB'S AUDITOR**

### **53. AUDITOR**

An auditor must be elected at the AGM to audit the Club's accounts. That audit must be completed before the next AGM. The auditor cannot be a member of the Committee.

## **PART 11 - UNFINANCIAL MEMBERS**

### **54. DEFAULTING MEMBERS**

#### 54.1 Definition

A person is a "**defaulting member**" if:

- (a) That member owes money to the Club whether in respect of membership fees, penalties imposed by the Committee or otherwise; and
- (b) A letter has been sent to that member stating:
  - that money is owed to the Club; and
  - the amount involved; and
  - that membership will be cancelled if the money due is not paid within such time as the Committee has determined; and
- (c) The amount stated in the letter has not been paid at the end of that time.

#### 54.2 Loss of benefits

A defaulting member loses all benefits of membership of the Club and cannot vote. Upon payment of all money due to the Club the Committee may, but is under no obligation to do so, reinstate the membership of that person.

#### 54.3 Defaulters Named

The Committee must advise the NSW Rugby Union of all defaulting members and must comply with the requirements of both (if applicable) in respect of procedure to be adopted in relation to defaulting members.

## **PART 12 - CLUB'S PERMANENT PLAYING RECORDS AND AWARDS**

### **55. HOW THE RECIPIENTS ARE SELECTED**

#### 55.1 Committee determines the criteria

The Committee is to determine the criteria for selecting the winner of each award that is presented by the Club.

#### 55.2 Committee determines the winners

The Committee also decides the winner of each Award.

#### 55.3 Future Awards

If further Awards are given in the future then the Committee will decide the name of the Award and the criteria for selection of the Award winner.

## **PART 13 - PATRONS**

### **56. PATRONS**

#### 56.1 Number

The Club will have a patron or patrons.

#### 56.2 How elected?

The patron or patrons will be elected at the AGM of the Club and will hold that position until the next AGM of the Club.

#### 56.3 How nominated?

Any member can nominate a person to become a patron of the Club by doing that orally at an AGM.

#### 56.4 No right to vote

A patron is not a member of the Club and does not have a right to vote.

37  
**SCHEDULE 1**

**(Rule 40.2)**

**APPOINTMENT OF PROXY**

I,.....  
(full name)

of.....  
(address)

being a member of **WESTERN RAPTORS RUGBY CLUB INC**

hereby appoint.....  
(full name of proxy)

of.....  
(address)

being a member of that Club, as my proxy to vote for me on my behalf at the general meeting of the Club (Annual General Meeting or special general meeting, as the case may be) to be held on the ..... day of .....20.. and at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution

(insert details).

\*To be inserted if desired.

.....  
Signature of member appointing proxy

Date .....

NOTE: A proxy vote may not be given to a person who is not a member of the Club.