

PENSHURST R.S.L.
JUNIOR RUGBY LEAGUE
FOOTBALL CLUB Inc.

Rules

PART I
PRELIMINARY

NAME

- 1A.** The name of the Association shall be - Peshurst R.S.L. Junior Rugby League Football Club Inc.

INTERPRETATION

- 1B.** (1) In these rules, except in so far as the context or subject matter otherwise indicates or requires-
- (a) "Secretary" means
 - (i) the person holding office under these rules as Secretary of the club; or
 - (ii) where no such person holds that office - the Public Officer of the club;
 - (b) "Special General Meeting" means a General Meeting of the club other than the Annual General Meeting;
 - (c) "the Act" means the Associations Incorporation Act, 1984;
 - (d) "the Regulations" means the Associations Incorporation Regulation, 1999.
 - (e) "club" means Peshurst R.S.L. Junior Rugby League Football Club Inc.
- (2) In these rules-
- (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
 - (c) The provisions of the Interpretation Act, 1987, apply to and in respect of these in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

AFFILIATION

- 1C.** The club shall be affiliated with one or more of the following organisations,

- (1) St George Junior Rugby League Inc.
- (2) Peshurst R.S.L. Club CO-OP LTD.

OBJECTIVES

- 1D.** The objectives of the club shall be to,
- (1) Promote teams to play in the competition conducted by the St George Junior Rugby League Inc. and combined competitions endorsed by St George Junior Rugby League Inc.
 - (2) Promote teams to play in any competition as decided by the Management Committee.
 - (3) To equip and finance such teams as may be possible and practical at the time.
 - (4) To promote all aspects of Rugby League, Fitness, Health, Sportsmanship and Goodwill throughout the community.

PART II **MEMBERSHIP**

MEMBERSHIP QUALIFICATIONS

- 2A.** There shall be two categories of membership,
- (1) Club Member
 - (2) Life Member
- 2B.** A person is qualified to be a member of the club if, but only if the person is a natural person, who -
- (1) has been nominated for membership of the club as provided by rule 3A or 3B; and
 - (2) has been approved for membership of the club by the Executive Committee; and
 - (3) is over 18 years of age; and
 - (4) (a) is a member of one of the following;
 - (iii) Peshurst R.S.L. Sub-Branch;
 - (iv) Peshurst R.S.L. Club CO-OP LTD; or
 - (b) is playing for one of the clubs Rugby League Football Teams; or
 - (c) is a member of a Team Management or Non Player Personnel as per the Bi-laws.
- 2C.** All Office-bearers, as described in 14(1), and all members of Team Management and Non Player Personnel, as described, in the Bi-laws must be Members of the club.

NOMINATION FOR CLUB MEMBERSHIP

- 3A.** (1) A nomination of a person for membership of the club shall be lodged, in writing with the Secretary of the club on the membership form as prescribed by the Executive Committee.
- (2) As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the Executive Committee which shall determine whether to approve or to reject the nomination.

- (3) Where the Executive Committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The Secretary shall, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being entered, the nominee becomes a member of the club.

LIFE MEMBERSHIP

- 3B.**
- (1) Nominations for Life Membership must be presented in writing, to the Secretary at least fourteen (14) days prior to the last Management Committee meeting before that years Presentation Night. A written resume of the member's involvement in the club must be supplied. The nomination must be signed by the mover and seconder of the motion to award the Life Membership. The Executive Committee will review the nomination to ensure that it meets the criteria and then forward it to the final Management Committee meeting for endorsement. The awarding of Life Membership will require a secret ballot vote and be passed by a two thirds majority of those members present and entitled to vote.
 - (2) The minimum criteria to receive Life Membership shall be
 - (a) a minimum of 10 years service to the club; and
 - (b) to be judged to have made a significant contribution to the club in that time
 - (3) Life Membership shall include Life Members of the unincorporated body Peshurst R.S.L. Youth Club Rugby League Football Club

CESSATION OF MEMBERSHIP

4. A person ceases to be a member of the club if the person
 - (1) dies;
 - (2) resigns membership; or
 - (3) is expelled from the club.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

5. A right, privilege or obligation which a person has by reason of being a member of the club-
 - (1) is not capable of being transferred or transmitted to another person; and
 - (2) terminates upon cessation of the person's membership.

RESIGNATION OF MEMBERSHIP

6.
 - (1) A member of the club is not entitled to resign that membership except in accordance with this rule.
 - (2) A member of the club who has paid all amounts payable by the member to the club in respect of the member's membership may resign from membership of the club by giving notice (being not less than 1 month) in writing to the Secretary, of the member intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
 - (3) Where a member of the club ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

REGISTER OF MEMBERS

7. (1) The public officer of the club shall establish and maintain a register of membership of the club specifying the name and address of each person who is a member of the club together with the date on which the person became a member.
- (2) The register of members shall be kept by the Secretary of the club and shall be open for inspection, free of charge, by any member of the club at any reasonable hour.

FEES, SUBSCRIPTIONS ETC.

8. (1) A member of the club shall, upon admission to membership, pay to the club a fee of \$1, or, where some other amount is determined by the Executive Committee, of that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the club shall pay to the club an annual membership fee of \$2, or, where some other amount is determined by the Executive Committee, of that other amount-
 - (a) except as provided by paragraph (b), before 1st June in each calendar year; or
 - (b) where the member becomes a member on or after 1st June in any calendar year - upon becoming a member and before 1st June in each succeeding calendar year.

MEMBERS' LIABILITIES

9. 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, unpaid by the member in respect of membership of the club as required by rule 8.

RESOLUTION OF INTERNAL DISPUTES

10. (1) Disputes between members (in their capacity as members) of the club, and disputes between members and the club, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act, 1983.
- (2) 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.

DISCIPLINING OF MEMBERS

11. (1) Where the Executive Committee is of the opinion that a member of the club -
 - (a) has refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has acted in a manner prejudicial to the interests of the club.the Executive Committee may, by resolution -
 - (c) expel the member from the club; or
 - (d) suspend the member from membership of the club for a specified period.
- (2) A resolution of the Executive Committee under clause (1) is of no effect unless the Executive Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.

- (3) Where the Executive Committee passes a resolution under clause (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
 - (a) setting out the resolution of the Executive Committee and the grounds on which it is based; and
 - (b) stating that the member may address the Executive Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (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 to the meeting; and/or
 - (ii) submit to the Executive Committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) At a meeting of the Executive Committee held as referred to in clause (3), the Executive Committee shall -
 - (a) give to the member an opportunity to make oral representations; and
 - (b) give due consideration to any written representation submitted to the Executive Committee by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the Executive Committee confirms a resolution under clause (4), the Secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 12.
- (6) A resolution confirmed by the Executive Committee under clause (4) 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 Appeals Committee confirms the resolution pursuant to rule 12(4).

RIGHT OF APPEAL OF A DISCIPLINED MEMBER

12. (1) A member may appeal to the Appeals Committee of the Club against a resolution of the Executive Committee under rule 11(4), within 7 days after notice of the resolution is served on the member by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the Secretary shall notify the Executive Committee which shall convene a meeting of the Appeals Committee of the club to be held within 21 days after the date on which the Secretary received the notice.
- (3) At an Appeals Committee meeting of the club convened under clause (2)
 - (a) no business other than the question of the appeal shall be transacted; and
 - (b) the Executive Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the Appeals Committee members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

- (4) If at the Appeals Committee meeting the committee passes a resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III **THE COMMITTEES**

POWERS, ETC. OF THE COMMITTEES

13. (1) Management Committee
The Management Committee, subject to the Act, the Regulations, these rules and to any resolution passed by the club in General Meeting -
- (a) shall be responsible for the administration of the club and the administration of any rules applied to the club by organisations to which the club is affiliated; and
 - (b) may exercise all such 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) has the power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the club; and
 - (d) shall have the power to deal with any matters arising throughout the year, and their decisions, providing that they do not contravene these Rules or Bi-laws, shall be final, unless they become the subject to a Special General Meeting; and
 - (e) shall consist of the President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Committee positions as listed in the Bi-Laws, Life Members, Delegates to Organisations to which the club is affiliated, a Representative from each team playing for the club in that year; and
 - (f) Any member of the club may attend Management Committee meetings, at the Presidents discretion, such members will be allowed to submit suggestions and comment on any subject before the Committee, but, will not be permitted to move, second or vote on any motion before the chair; and
 - (g) may appoint such other officers it may deem necessary.
- (2) Executive Committee
The Executive Committee, subject to the Act, the Regulations, these rules and to any resolution passed by the Management Committee or the club in General Meeting -
- (a) shall control and manage the affairs of the club as delegated by the Management Committee; and
 - (b) shall consist of the President, Senior Vice President, Junior Vice President, Secretary, and Treasurer; and
 - (c) Only members of the Executive Committee may attend Executive Committee meetings. Other members may attend at the discretion of the President such members will be allowed to submit suggestions and comment on any subject before the Committee, but, will not be permitted to move, second or vote on any motion before the chair; and
 - (d) shall appoint Team Management and Non Player Personnel for each team, as listed in the Bi-laws; and

- (e) Any member of the Executive Committee who misses three (3) consecutive meetings, without reason or apology may be relieved of their position by the Management Committee.
- (3) Awards committee
The Awards Committee, subject to the Act, the Regulations, these rules and to any resolution passed by the Management or Executive Committee or the club in General Meeting -
- (a) shall consist of the Executive Committee plus two Life Members
 - (b) if a member of the Awards Committee holds a position with an individual team then that member shall stand aside from any decision involving players or members from that team
 - (c) shall decide on the winners of the Clubs Annual Awards, as set out in the Bi-Laws
- (4) Appeals Committee
The Appeals Committee, subject to the Act, the Regulations, these rules and to any resolution passed by the Management Committee or the club in General Meeting -
- (a) The Appeals Committee shall consist of five (5) Life Members, appointed by the Management Committee, one of these Life Members will be appointed Committee Chairman; and
 - (b) shall decide on appeals as set out in rule 12
 - (c) shall only be appointed when required

CONSTITUTION AND MEMBERSHIP

14. (1) the Office-bearers of the club shall be -
- (a) President
 - (b) Senior Vice President
 - (c) Junior Vice President
 - (d) Secretary
 - (e) Treasurer
 - (f) Committee Positions as listed in the Bi-Laws
 - (g) Delegates to organisations to which the club is affiliated
- (2) Office-bearers shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but are eligible for re-election.
- (3) In the event of a casual vacancy occurring among the office-bearers, the Management Committee may appoint a member of the club to fill the vacancy and the member so- appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of appointment.

ELECTION OF OFFICE-BEARERS

15. (1) Nominations of candidates for election as Office-bearers of the club;
- (a) shall be made in writing, signed by one (1) member of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the club not less than 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

- (2) If insufficient nominations are received to fill all Office-bearers, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining shall be deemed to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of Office-bearers shall be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.
- (7) Any person, meeting the membership requirements as set out in rule 2, shall be eligible to nominate for election at the AGM.
- (8) A person may nominate for and be elected to more than one position, as set out in rule 14(1) with the exception that no person may hold more than one position on the Executive Committee.

SECRETARY

16. (1) The Secretary of the club shall, as soon as practicable after being appointed as secretary, lodge notice with the club of his/her address.
- (2) It is the duty of the Secretary to keep minutes of -
 - (a) all appointments of Office-bearers and members of the Committees; and
 - (b) The names of members of the Management Committee present at a Management Committee Meetings or a General Meeting; and
 - (c) all proceedings at Management Committee Meetings and General Meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

TREASURER

17. It is the duty of the Treasurer of the club to ensure that -
 - (1) all money due to the club are collected and received and that all payments authorised by the club are made; and
 - (2) correct books and accounts are kept showing the financial affairs of the club including full details of all receipts with the activities of the club.
 - (3) the Management Committee shall have sole control of the clubs finances, the Treasurer shall be responsible for the safe keeping of these finances.
 - (4) the yearly financial statement and the clubs books shall be checked each year by a qualified person, appointed by the Executive Committee. The yearly financial statement, together with the financial checker's report, shall be submitted to the AGM for endorsement.

CASUAL VACANCIES

- 18.** For the purposes of these rules, a casual vacancy in the Office-bearers occurs if a member -
- (1) dies, or;
 - (2) ceases to be a member of the club, or;
 - (3) becomes an insolvent administration within the meaning of the Corporations Law, or;
 - (4) resigns office by notice in writing given to the Secretary, or;
 - (5) is removed from office under rule 19, or;
 - (6) becomes a mentally incapacitated person, or;
 - (7) is absent without the consent of the Executive Committee from all meetings of the Executive or Management Committees held during a period of 6 months.

REMOVAL OF MEMBER

- 19.**
- (1) The club in a Management Committee Meeting may by resolution remove any member of the Executive Committee from the position of office-bearer before the expiration of the member's term of office and may by resolution appoint another person to hold until the expiration of the term of office of the member so removed.
 - (2) Where a member of the Executive Committee to whom a proposed resolution referred to in clause (1) relates makes representation in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the Management Committee members of the club, the Secretary or the President may send a copy of the representations to each Management Committee member of the club or, if the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
 - (3) A resolution to remove a member of the Executive Committee must be passed by a majority of 75% of members present and eligible to vote at the Management Committee meeting.

MEETINGS AND QUORUM

- 20.**
- (1) The Management Committee meetings shall be held as required, but should be held at least once a month during the rugby league football season.
 - (2) The Executive Committee shall meet as required.
 - (3) Appeals and Awards Committee meetings may be convened by the President or the Executive Committee as required.
 - (4) Oral or written notice of a meeting of the Management Committee shall be given by the Secretary to each member of the Management Committee at least 48 hours before the time appointed for the holding of the meeting. Written notice may be notified to Management Committee members on the club notice board.
 - (5) Oral notice of a meeting of the Executive, Appeals and Awards Committee shall be given by the Secretary to each member of the Executive, Appeals and Awards Committee at least 48 hours before the time appointed for the holding of the meeting.
 - (6) A quorum at meetings shall be-

(a) Management Committee	Five (5)
(b) Executive Committee	Three (3)
(c) Awards Committee	Three (3)
(d) Appeals Committee	Three (3)

- (7) No business shall be transacted by any committee unless a quorum is present, if within half an hour of the time appointed for the, meeting a quorum is not present, then the meeting stands adjourned to the same hour of the same day in the following week
- (8) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (9) At a meeting of the Management, Executive and Awards Committees -
 - (a) the President or, in the President's absence, the Senior Vice-President or in the Senior Vice-Presidents absence, the Junior Vice-President, shall preside; or
 - (b) if the President and the Senior and Junior Vice-President are absent or unwilling to act such one of the remaining members of the Management Committee as may be chosen by the members present at the meeting shall preside.
- (10) At meetings of the Appeals Committee-
 - (a) the chairman as appointed by the Management Committee shall preside; or
 - (b) if the chairman is absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

DELEGATION BY MANAGEMENT COMMITTEE TO SUB- COMMITTEE

- 21. (1) The Management Committee may, by instrument in writing, delegate to one or more sub committees (consisting of such members or members of the club as the Management Committee thinks fit) the exercise of such of the functions of the Management Committee as are specified in the instrument, other than-
 - (a) This power of delegation; and
 - (b) a function which is a duty imposed on the club by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the Management Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- (6) The Management Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

22. (1) Questions arising at a meeting of the Executive, Management, Appeals or Awards Committee or of any sub-committee appointed by the club shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present and eligible to vote at a meeting of the Executive, Management, Appeals or Awards Committee or of any sub-committee appointed by the committee, excluding the person presiding at the meeting, is entitled to one vote. In the event of an equality of votes on any question, the person presiding may exercise a casting vote.
- (3) Subject to rule 20 (4) and (5), the Management, Executive, Appeals and Awards Committee may act notwithstanding any vacancy on that committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive, Management, Appeals or Awards Committee or by a sub-committee appointed by the Management Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive, Management, Appeals or Awards Committee or sub-committee.
- (5) No resolution, carried by any meeting, shall be rescinded or altered unless at least seven (7) days notice of motion is given, such notice is to be handed to the Secretary, in writing, bearing the signature of the proposer and the seconder. In order to succeed the meeting must be of the same type as that at which the original motion was passed, unless a Special General Meeting as set out in rule 25, and must be carried by a three-fifths majority of those members present.
- (6) There is no provision for proxy voting or for any one person to have more than one vote. This includes where a person holds more than one position on the Committee.

PART IV
GENERAL MEETINGS

ANNUAL GENERAL MEETINGS-HOLDING OF

23. (1) With the exception of the first Annual General meeting of the club, the club shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the club, convene an Annual General Meeting of its members.
- (2) The club shall hold its first Annual General Meeting-
- (a) within the period of 18 months after its incorporation under the Act; and
- (b) within the period of 6 months after the expiration of the first financial year of the club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the commission under section 26 (3) of the Act.

ANNUAL GENERAL MEETINGS-CALLING OF AND BUSINESS AT

24. (1) The Annual General Meeting of the club shall, subject to the Act and to rule 23, be convened no later than the 31st of December each year.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be-
- (a) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting; and

- (b) to receive from the Committees and Team Managements reports upon the activities of the club during the last preceding financial year; and
 - (c) to elect Office-bearers of the club ; and
 - (d) to receive and consider the financial statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS-CALLING OF

25. (1) The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the club.
- (2) The Management Committee shall, on the requisition in writing of 6 members, convene a Special General Meeting of the club.
- (3) A requisition of members for a Special General Meeting -
- (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the member making the requisition;
 - (c) shall 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.
- (4) If the Management Committee fails to convene a Special General Meeting to be held within 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 a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Management Committee and any member who thereby incurs expense is entitled to be reimbursed by the club for any expense so incurred.

NOTICE

26. (1) The club shall maintain a notice board, which may be electronic e.g. internet, so as to advise members, players and officials as to match information, contact phone numbers, meeting information etc. The location of the notice board shall be as stated in the Bi-laws.
- (2) The date and time of all meetings of the club shall be advised to members via the notice board as described in 26(1).

PROCEDURE

27. (1) No item of business shall 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.
- (2) A quorum at meetings shall be-
- (a) Annual General Meeting Seven (7)

(b) Special General Meeting Seven (7)

- (3) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same 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 to which the meeting is adjourned) at the same place.
- (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 members present (being not less than 5) shall constitute a quorum, if the number of members present still does not constitute a quorum the meeting shall be dissolved.

PRESIDING MEMBER

28. (1) the President or, in the President's absence, the Senior Vice-President or in the Senior Vice-Presidents absence, the Junior Vice-President, shall preside; or
- (2) if the President and the Senior and Junior Vice-President are absent or unwilling to act such one of the remaining members of the Executive Committee as may be chosen by the members present at the meeting shall preside.

ADJOURNMENT

29. (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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clause (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.

MAKING OF DECISIONS

30. (1) A question arising at a General Meeting of the club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a Secret Ballot is demanded, 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 the 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.
- (2) At a General Meeting of the club, a Secret Ballot may be demanded by the chairperson or not less than 3 members present in person at the meeting.
- (3) Where a Secret Ballot is demanded at a General Meeting, the Secret Ballot shall be taken-
 - (a) immediately in the case of a Secret Ballot 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 at such time before the close of the meeting as the chairperson directs, and the resolution of the Secret Ballot on the matter shall be deemed to be the resolution of the meeting on that matter.

SPECIAL RESOLUTION

31. A resolution of the club is a Special Resolution if-
- (1) it is passed by a majority which comprises not less than three-quarters of such members of the club as, being entitled under these rules so to do, vote in person at a General Meeting of which not less than 21 days notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these rules; or
 - (2) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

VOTING

32. (1) Upon any question arising at a General Meeting of the club each member present and eligible to vote, excluding the person Chairing at the meeting, is entitled to one vote. In the event of an equality of votes on any question, the person Chairing the meeting may exercise a casting vote.
- (2) All votes shall be given personally, no proxies votes will be allowed.
 - (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, Including the annual subscription payable in respect of the then current year.
 - (4) A member is not entitled to vote at any General Meeting of the club under rule 32 (3) where the annual subscription was paid more than 28 days after the dates specified in rule 8 (2).
 - (5) Members who joined the club less than 60 days prior a General Meeting of the club are not entitled to vote at that General Meeting.
33. Deleted, as Proxy voting is not allowed at any meetings of the club.

PART V **MISCELLANEOUS**

INSURANCE

34. (1) The club shall effect and maintain insurance pursuant to section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the club may effect and maintain other insurance.

FUNDS - SOURCE

35. (1) The funds of the club shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the club in General Meeting, such other sources as the Executive Committee determines.
- (2) All monies received by the club shall be deposited as soon as practicable and without deduction to the credit of the club's bank account.
 - (3) The club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS – MANAGEMENT

36. (1) Subject to any resolution passed by the club in General Meeting, the funds of the club shall be used in the pursuance of the objects of the club in such manner as the Management Committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Executive Committee of the club, being members authorised to do so by the Management Committee.
- (3) No person shall commit the club to any expenditure unless approved by the Executive Committee.
- (4) A separate Canteen Account will be maintained and shall not be subject to rule 36 (2). The method of operation for this account shall be one signature only required, being a member of the Executive Committee or the current Canteen Manager. The Treasurer shall have the responsibility of monitoring this account and ensuring only necessary funds remain in the account. Funds surplus to requirements to operate the canteen shall be transferred to the club's main account.

ALTERATION OF OBJECTS, RULES OR BI-LAWS

37. (1) The statement of objectives and these rules may be altered, rescinded or added to only by a Special Resolution of the club.
- (2) The Bi-laws of the club may be altered, rescinded or added to only by a resolution so passed by the Management Committee of the club.

COMMON SEAL

38. (1) The Common Seal of the club shall be kept in the custody of the Public Officer.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures either of two members of the Executive Committee or of one member of the Executive Committee and of the Public Officer or Secretary.

CUSTODY OF BOOKS ETC

39. Except as otherwise provided by these rules, the Public Officer shall keep in his/ her custody or under his/her control all records, books and other documents relating to the club.

INSPECTION OF BOOKS ETC

40. The records, books and other documents of the club shall be open to inspection, free of charge, by a member of the club at any reasonable hour.

SERVICE OF NOTICES

41. (1) For the purpose of these rules, 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 facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) for the purpose of these rules, 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 facsimile transmission 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.

PART VI
ADDITIONAL RULES APPLICABLE TO RUGBY LEAGUE TEAMS

PLAYERS

- 42.** (1) Each team shall be under the control of Team Management and non-player Personnel (as set out in the Bi-laws), who shall be responsible for, the welfare of the players under their control, the care of the clubs equipment and the collection of such monies as the team may be liable for.
- (2) All players must have paid their yearly fees to the club as set down by the Executive Committee. Any player not paid by that time will be ineligible to play until such monies are paid.
- (3) All players shall wear the clubs uniform, as set out in the Bi-laws when playing in competition matches.
- (4) Selection of the team shall be made by the team Coach, in consultation with the Team Management.
- (5) No player may play in a higher grade while a registered player from the higher grade is available at the ground, unless prior permission is obtained from the Executive Committee. Any Coach or Manager failing to observe this article shall be called on to appear before the next Executive Committee meeting to explain their actions.

APPAREL

- 43.** (1) Club Colours
The club colours shall be predominately Bottle Green and Gold.
- (2) Playing Uniform
The playing uniform shall be as decided by the Management Committee
- (3) Other Apparel
Designs for any other apparel shall be decided by the Executive Committee

AWARDS

- 44.** (1) Annual Awards

Annual awards shall be presented by the club as per those listed in the Bi-laws, and determined by the Awards Committee.

- (2) **Team Awards**
Team awards shall be presented by the club as per those listed in the Bi-taws, but shall be limited to a maximum of three (3), and determined by each Teams Management.
- (3) **Service Awards**
Service awards shall be presented by the club to players after 5 years and 10 years consecutive service to the club. A years service is as determined by the Executive committee. Consecutive service may be broken in the context of this award if the club does not field a team in a year.
- (4) **Junior Awards**
Junior awards may be presented by the club to all members of junior, non-competitive teams, as determined by the Executive Committee each year.
- (5) **Premiership Teams**
 - (a) All premiership team Personnel (as described in rule 44(5)(b)) shall be presented with a Premiership Award in keeping with one of the following - Blazer, Warm-up Jacket, Tracksuit, etc, at the discretion of the Executive Committee.
 - (b) **Team Personnel**
 - (i) Every player of a premiership winning team, provided that he has played a least three (3) games or a semi-final, final or grand final with that team and has made himself available for selection whenever it was possible.
 - (ii) The team management and non-player Personnel (as described in rule 42.1) of a premiership winning team, provided that they have held these positions for at least eight (8) games.
- (6) **Executive Committee**
Notwithstanding the intent of this rule, the Executive Committee may decide to vary the award or trophy due to financial constraints.

CESSATION OF OPERATIONS

45. (1) **Process**
A notice of motion, supporting the cessation of operations of the club, must be handed to the Secretary and then a Special General Meeting shall be called following the same procedure as set down in Rule 25. A vote to cease operations of the club must be passed by a two thirds majority of the members present.
- (2) **Finance and Property**
 - (a) All monies owing by the club shall be paid, and those owing to the club shall be collected. The Treasurer shall submit a final report and auditors report to the last meeting.
 - (b) Any property or monies of the Penshurst R.S.L. Junior Rugby League Football Club remaining after satisfaction of its debts and liabilities shall not be paid to or distributed amongst the Members but shall be given or transferred to some other institution or institutions having the same purposes and objects similar (wholly or in part) to the objects of the Penshurst R.S.L. Junior Rugby League Football Club Inc. and which shall prohibit the distribution of its or their income and property amongst its or their members. The institution or institutions referred to shall be decided on by the Management Committee at the time of cessation.

PENSHURST R.S.L. JUNIOR RUGBY LEAGUE FOOTBALL
CLUB Inc.
BI-LAWS

1. CLUB OFFICE BEARERS

In accordance with rule 14. (1) (f) the following positions will be elected as club office bearers.

- (a) Social Secretary
- (b) Publicity Officer
- (c) Junior Development Officer
- (d) Head Coach
- (e) Registration Officer
- (f) First Aid Officer
- (g) Canteen Manager
- (h) Gear Steward
- (i) Raffle Co-ordinator
- (j) Assistant Secretary
- (k) Assistant Registration Officer
- (l) Assistant Treasurer
- (m) Sponsorship Co-Ordinator

2. TEAM MANAGEMENT AND NON PLAYER PERSONNEL

- (1) Team Management
Each team shall have appointed-
 - (a) One (1) Coach
 - (b) One (1) Manager

- (2) Non player Personnel
Each team may have appointed-
 - (a) One (1) or two (2) Trainers
 - (b) Ball Boys as required by the competition
 - (c) Other Personnel as may be required and approved by the Executive Committee.

3. AWARDS

The following Awards shall apply to the club-

- (1) Annual Awards
 - (a) **Kevin O'Brien Memorial Award – "Obie"**
In recognition of continuous outstanding and dedicated service to Penshurst RSL Rugby League. Maximum of one (1) awarded per year and does not have to be awarded each year. Decided upon by the Awards Committee.
 - (b) **Tom Phillips Award** Senior Players Clubman of the Year.
Each senior team (16's to A Grade) may only nominate one player. Team Management are to submit a resume about the player's involvement during the year covering performance, training, comment, club involvement, team involvement etc. Decided upon by the Awards Committee.
 - (c) **Bob Barr Award** Junior Players Clubman of the Year.
Each junior team (under 6's to under 15's) may only nominate one player. Team Management are to submit a resume about the players involvement during the year covering; performance, training, comment, club involvement, team involvement etc. Decided upon by the Awards Committee.

- (d) **Ken Prentice Award** Best 'C' Grade Player of the Year.
Decided by the 'C' Grade Team Management.
- (e) **Fred Neams Award** Highest Try Scoring Forward in 'C' Grade.
Decided by the 'C' Grade Team Management.
- (f) **Lionel Barker Award** Coach of the Year.
Decided upon by the Awards Committee.
- (g) **Bill Spaul Award** Club person of the Year
Decided upon by the Awards Committee.
- (h) **Mick Norris Award** under 13s Players Player
Decided upon by a vote of the under 13s players.
- (i) **Syd Davis Award Best** On Field Achievement by a Junior Player (u6 to u15)
Each junior team (under 6's to under 15's) may nominate any player. Team Management are to submit a resume about the players on field achievement during the year. Decided upon by the Awards Committee.
- (j) **Stan Root Award** Best Defensive Player from the Under 10's.
Decided by the Under 10's Team Management.
- (k) **Jim Pittis Award** most Consistent Player from the Under 7's.
Decided by the Under 7's Team Management.
- (l) **Mitchell Wykes Award** most valued team contribution by a senior player (U16 to A grade).
Decided upon by the Awards Committee.
- (m) **Stirrers Award** For the club member considered to be the biggest stirrer.
Decided upon by the Awards Committee.
- (n) **Don Muir Award** Manager of the year.
Decided upon by Awards Committee

(2) Team Awards

- (a) Three (3) team awards
Under 113s to 'A' Grade- Best Back, Best Forward, Coach's Award
Under 6s to Under 12s- Most Improved, Coach's Award, Best & Fairest
- (b) Other awards
Other awards may be presented with the approval of the Executive Committee and at the expense of the Team Management and/or Team Sponsor.

(3) Presentation

Only presentations sanctioned by the Executive Committee may be held during the official club functions -

- (a) Green and Gold Senior Presentation Dinner Under 16s to 'A' Grade
- (b) Penshurst R.S.L. Junior Presentation Picnic Under 6s to Under 15s

4. NOTICE BOARD

The club notice board shall be on the club's website and byway of other electronic media as approved by the Executive Committee including email and social media.

5. FUND RAISING

All fund raising activities, whether for the club or individual teams, must be approved by the Executive Committee.

6. SPONSORSHIP

(1) Club Sponsor

The Executive Committee shall endeavour to organise a major club sponsor, signage on the uniform shall be decided by the Executive Committee.

(2) Team Sponsor

(a) Teams may organise a team sponsor, this sponsor must not be in conflict with the major club sponsor. Team sponsors must be approved by the Executive Committee. Signage may only be carried on the jumper sleeves and/or the side of the shorts.

(b) Distribution of team sponsors funds shall be as decided by the Executive Committee.

7. YEARLY PLAYING FEES

Each player will be required to pay a yearly playing fee as determined by the Executive Committee.

Version Control	
Date	Details
17/11/2005	Changes to Rule 3B (Life Members) passed by resolution at AGM on 17 th November 2005.
16/07/2008	Changes to Bi-Law 1 (Club Office Bearers) passed by resolution of management committee on 16 July 2008.
21/04/2014	Content moved from hard copy to word document
05/09/2014	Changes in relation to membership fees payable, related voting rights and notice board
30/09/2015	Bob Muir Award added.

ANNEXURE "A" TO NOTICE OF ALTERATION OF OBJECTS OR RULES 17 November 2005

3B (1) Nominations for Life Membership must be presented in writing, to the Secretary at least fourteen (14) prior to the last Management Committee meeting before that year's Presentation Night. A written resume of the member's involvement in the club must be supplied. The nomination must be signed by the mover and seconder of the motion to award the Life Membership. The Executive Committee will review the nomination to ensure that it meets the criteria and then forward it to the AGM for endorsement. The awarding of Life Membership will require a secret ballot vote and be passed by a two thirds majority of those members present and entitled to vote.