

**HUNTERS HILL**  
**RUGBY UNION FOOTBALL CLUB**  
**INCORPORATED**

**REVISED CONSTITUTION AND RULES**

**7th OCTOBER 2009.**

## **PART 1 ~ PRELIMINARY**

### **1. Definitions**

In these rules:

“**Act**” means the Associations Incorporations Act 1984;

“**Associate**” means all Associate members;

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

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

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

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

“**Golden Oldies**” means all Golden Oldies members and includes the Golden Oldies Sub-Committee;

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

“**Junior Member**” means a Legal Guardian of a junior player under the age of 18 years of age;

“**Member**” means a Junior Member, Senior Member, Golden Oldies Member or Associate Member

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

“**Regulations**” means the Associations Incorporation Regulations 1994;

“**Secretary**” means:

- (a) The person holding office under these Rules as Secretary of the Club;  
or
- (b) If no such person holds that office – the Public Officer of the Club;

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

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

“**Sub-Committees**” means any or all of the Juniors, Seniors or Golden Oldies sub-committees.

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

## **PART 2 ~ ESTABLISHMENT**

### **2. Club Name**

The name of the Club shall be the "**Hunters Hill Rugby Union Football Club Incorporated**".

### **3. Club Colours**

- 3.1 The Club's colours shall be Black and White, and the playing uniform shall embrace these colours. The Board of Management shall be responsible for the design of the uniform, and any changes so desired, from time to time.
- 3.2 No change to the Club's uniform will be undertaken without the express consent of the Board.

### **4. Club Financial Year**

The financial year for the Club will end on 31<sup>st</sup> October in each year, or such other date as the Board may determine from time to time.

### **5. Purposes and Powers**

- 5.1 The Club has been established for the following purposes:
- (a) to promote, foster and encourage participation in the sport of Rugby Union;
  - (b) to provide facilities, amenities and equipment for the benefit of members;
  - (c) to do all things incidental to or conducive to any of these purposes.

- 5.2 The Board and it's Sub-Committees shall have the rights, powers and privileges to do all things which a natural person may do in connection with the Club's purposes; examples of these powers are:
- (a) to engage for reward and remunerate any person or body;
  - (b) to acquire property, whether real or personal, or any interest in property and to sell or dispose of any interest in property;
  - (c) to develop land and erect, maintain and alter buildings and other facilities;
  - (d) to invest and deal with the Club's funds which are not immediately required, in any manner approved by the Board or relevant Sub-Committee.

## **6. Non Profit Organization**

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

## **7. Affiliation**

- 7.1 The Club and it's Sub-Committees may affiliate with those rugby union organizations in New South Wales or Australia, as is necessary to:
- (a) enable the Juniors, Seniors and Golden Oldies to participate in organized rugby union competitions; and
  - (b) obtain for members negligence and medical insurance and legal indemnity.
- 7.2 The Club and it's Sub-Committees may affiliate with any district, region or other association or organization with objects similar to or which are consistent with those of the Club.

## **PART 3 ~ MEMBERSHIP**

### **8. Members**

8.1 Membership of the Club shall consist of five (5) classes as follows:

- (a) Senior Members
- (b) Junior Members
- (c) Golden Oldies Members
- (d) Life Members
- (d) Associate Members.

8.2 A person is qualified to be a Member of the Club if, but only if:

- (a) the person is a person referred to in Section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Club at any time after incorporation of the Club under the Act; or
- (b) the person is a natural person who has been nominated for membership of the Club as provided for in these Rules and who has been approved for membership of the Club by the appropriate Sub-Committee of the Club in a calendar year.

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

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

8.4 An application for membership of the Club must be made in writing and be lodged with the Secretary of the Club, or the Secretary of the relevant Sub-Committee, and be accompanied by the annual subscription or membership or registration fee applicable.

8.5 The application form may take the form of an annual registration form as determined by the relevant Sub-Committee from time to time, in so far as the said registration form complies with the requirements of the various rugby competition organizers, determined from time to time.

8.6 As soon as practicable following receipt of a signed application form, the applicant must be notified by Secretary of the Club or relevant Sub-Committee that the application has been approved, or if the application is rejected notify the applicant in writing (which ever is applicable).

- 8.7 The Secretary of the Club, or the Secretary of the relevant Sub-Committee, or their delegated representative must, on payment by the nominee of the amount referred to in Rule 8.4 above, enter the nominee's name in the register of members or the applicable affiliated competition database, and, on the name being so entered, the nominee will be deemed to be a Member of the Club.
- 8.8 Before any member is eligible to participate in any sanctioned competition match organized by the respective competition organizer (refer Rule 7 above) the member must be registered in accordance with the requirements of the particular competition before the commencement of the player's first match.
- 8.9 A right, privilege or obligation which a person has by reason of being a member of the Club:
- (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates on the cessation of the person's membership.
- 8.11 The Public Officer of the Club must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.
- 8.12 The amount of the subscription, registration and/or annual fee payable for each Senior, Junior, or Golden Oldie Member for the following season shall be fixed by the appropriate Sub-Committee at the preceding annual meeting of each division in relation to the Seniors, the Juniors and the Golden Oldies, prior to the annual general meeting of the Club. The amount of the subscription and or fee for an Associate Member shall be as fixed by the Board of Management at the annual general meeting of the Club.
- 8.13 Only financial members and life members of the Club shall be able to vote at any annual, general or special general meeting of the Club.
- 8.14 Liability of the members of the Club to contribute towards the payment of debts or liabilities of the Club or the costs charges and expenses of winding up the Club are limited to the amount, if any, unpaid by the member in respect of their membership of the Club as required by Rule 8 hereof.
- 8.15 No member of the Club shall be allowed to vote at any general meeting of the Club until one month after paying the applicable membership, subscription or registration fee. Life members are exempted from this Rule, as they are not required to pay any membership fees.
- 8.16 The Board of Management reserves the right to refuse renewal of membership, or to reject intending new members, without disclosing any reason for so doing. Provided however, that a member whose renewal is refused shall have the right of appeal to a special general meeting which shall be called for that purpose in accordance with these Rules.

- 8.17 All financial members shall have the same rights and privileges, and each financial member have one vote at an annual general meeting. Provided, however, that each financial member must be present at the annual general meeting in order to vote thereat and no financial member shall be entitled to vote at an Annual General Meeting unless their membership is current as at the 30<sup>th</sup> of June in the year of the annual general meeting.

#### **PART 4 ~ THE BOARD OF MANAGEMENT AND OFFICE BEARERS**

9. Subject to the Act, the Regulations and these Rules and to any resolution passed by the Club in general meeting, the Board shall :
- (a) control and manage the affairs of the Club;
  - (b) exercise all the functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
  - (c) have the power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Club.
10. Subject to S.21 of the Act in the case of the first members of the Board, the Board of Management shall consist of 4 adult members of the Club and will include the Office Bearers.
- 10.1 The Office Bearers of the Club shall consist of:
- (a) a representative from the Seniors Sub-Committee;
  - (b) a representative from the Juniors Sub-Committee;
  - (c) a representative from the Golden Oldies Sub-Committee;
  - (d) an additional representative from the Sub-Committee (Juniors, Seniors, Golden Oldies) with the largest number of members.
- 10.2 The Office Bearers of the Club shall be :
- (a) the President;
  - (b) the Vice-President;
  - (c) the Secretary;
  - (d) the Treasurer.
- 10.3 Subject to these rules all appointments to the Board of Management are for the period until the conclusion of the annual general meeting of the Club next following the date of appointment.
- 10.4 Any adult member of the Club may be a member of the Board.

## **11. Election of Board of Management**

- 11.1 The election to the Board of the nominated representative(s) from each division of the Club is to be held at the annual general meeting of the Club. Only the nominated representatives from each Sub-Committee as referred to in Rule 10.1 may be elected as members of the Board of Management.
- 11.2 Each Sub-Committee is to elect their designated representative(s) in accordance with Rule 10.1 at the annual meeting of each division of the Club, which must be held prior to the annual general meeting of the Club.
- 11.3 Nomination of candidates for election as office bearers, and therefore the Board, of the Club:
- (a) must be made in writing and signed by two members of the Club and be accompanied by the written consent of the candidate (which may be endorsed on the form with the nomination); and
  - (b) must be delivered to the Secretary of the Club at least seven (7) days before the date fixed for holding of the annual general meeting at which the election is to take place.
- 11.4 If insufficient nominations are received, any vacant positions remaining on the Board are taken to be casual vacancies.
- 11.5 The election of office bearers of the Board will be conducted at the annual general meeting by a show of hands unless a ballot by poll is demanded.

## **12. Secretary**

- 12.1 The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge a notice with the Club of his or her residential and work addresses and other contact details.
- 12.2 It is the duty of the Secretary to keep minutes of:
- (a) all appointments of office bearers and members of the Board;
  - (b) the names of the members of the Board present at Board meetings and the names of all members present at general meetings;
  - (c) all proceedings at Board meetings and general meetings.
- 12.3 The Secretary shall ensure that Minutes of proceedings at all meetings be signed by the chairperson of the meeting or the chairperson of the next succeeding meeting.
- 12.4 The Secretary of the Club shall also be the Public Officer of the Club.

### **13. Treasurer**

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

- (a) all monies due to the Club are collected and received, and
- (b) all payments authorised by the Club are made; and
- (c) correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

13.2 The Treasurer must keep in his or her custody or under his or her control all books, accounts and other financial records relating to the activities of the Club, and cheque books and other transaction documents for operating any bank or other deposit account of the Club.

13.3 The Treasurer may delegate any tasks applicable to the running of each Sub-Committee to the Treasurer of each Sub-Committee.

### **14. Casual Vacancies**

14.1 For the purposes of these Rules, a casual vacancy in the office of a member of the Board occurs if the member :

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

14.2 In the event of a casual vacancy occurring in the membership of the Board, a member of the Club may be appointed from the relevant Sub-Committee in accordance with these rules to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of appointment.

### **15. Removal of a Board Member**

15.1 The members of the Club in general meeting may by resolution remove any member of the Board from the office of Board Member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the Board member to be removed.

15.2 If a Board member to whom a proposed resolution referred to in Rule 15.1 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be sent to each member of the Club, the Secretary or the President may send a copy of the representations to each member of the Club, or if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered

## **16. Meetings of the Board and Quorum**

16.1 The Board must meet at least three (3) times in each period of twelve (12) months at a place and time determined by the Board.

16.2 Additional meetings of the Board may be convened by the President or by the Secretary or on request of any member of the Board.

16.3 Oral or written notice of a meeting of the Board must be given by the Secretary to each member of the Board at least 48 hours (or such period as may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.

16.4 Notice of a meeting given under Rule 19.3 must specify the general nature of the business to be transacted at the meeting. The Board may transact other business in addition to that set out in the notice of meeting, except business which the Board members present at the meeting agree must be the subject of specific notice.

16.5 A quorum for Board meetings is three (3) members of the Board.

16.6 No business is to be transacted by the Board unless a quorum is present. If within half an hour after the time appointed for the meeting a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week. If at that adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

16.7 At meetings of the Board:

- (a) the President (or in his / her absence, the Vice President) is to preside; or
- (b) If the President or the Vice President are absent or unwilling to act, any of the remaining members of the Board as may be chosen by the Board members present at the meeting is to preside;
- (c) the President shall have an additional deciding vote in the event of a tied vote.

16.8 The Board may use any form of technology to conduct its meetings. If a Board member is able to communicate with the other members of the Board at the same time, the Board member will be deemed to be present at the meeting.

- 16.9 A resolution approved in writing (evidenced by an original, facsimile or electronic signature) by a simple majority of Board members will be sufficient evidence of the approval of the resolution as a Board resolution. The resolution may be contained in several counterpart copies each of which has been executed by at least one (1) Board member.

## **PART 5 ~ SUB-COMMITTEES**

### **17 Delegation by Board to Sub-Committees**

- 17.1 The Board may by resolution delegate to one or more of the Sub-Committees herein referred, and listed below, the exercise of such of the functions of the Board as are specified in the instrument other than:
- (a) the power of delegation;
  - (b) any function which is a duly imposed on the Board by the Act or any other law.
- 17.2 The Sub-Committees of the Club shall be:
- (a) The Juniors;
  - (b) The Seniors;
  - (c) The Golden Oldies;
- 17.3 A function the exercise of which has been delegated to a Sub-Committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 17.4 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstance, as may be specified in the instrument of delegation.
- 17.5 Any act or thing done or permitted by a Sub-Committee acting in the exercise of the delegation under this rule has the same force and effect as it would have if it had been or permitted by the Board.
- 17.6 The Board may, by resolution in writing, revoke wholly or in part any delegation under this rule.
- 17.7 Each Sub-Committee of the Seniors, Golden Oldies and Juniors may consist of the following office-bearers:
- (a) a Chairman;
  - (b) a Vice-Chairman;
  - (c) a Treasurer;
  - (d) a Secretary;
  - (e) a Registrar, and
  - (f) such other members as may be appointed at the annual meeting of each Sub-Committee or from time to time as is appropriate.

**18. Meetings of Sub-Committees**

- 18.1 Each Sub-Committee shall meet in accordance with the terms and conditions as are applicable to the Board as set out in Rule 16 above which shall apply mutatis mutandis ("the necessary changes being made") where the reference to the "Board" shall be a reference to the "Sub-Committee";
- 18.2 Each Sub-Committee may call and hold meetings to deal with all matters delegated to each Sub-Committee.
- 18.3 The practice and procedure for such meetings shall be as determined by the relevant Sub-Committee subject to each Sub-Committee holding at least one meeting per year.
- 18.4 A quorum for the purposes of a meeting of any Sub-Committee shall be four (4) persons present in person;
- 18.5 On any question arising at a meeting of a Sub-Committee:
- (a) each member present has one vote only;
  - (b) all votes must be given personally;
  - (c) in the event of an equality of votes on a question arising at a meeting, the chairperson of the meeting is entitled to exercise a second or casting vote;
  - (d) a member is not entitled to vote at any Sub-Committee meeting unless all money due and payable by the member to the Club has been paid.
- 18.6 Each member of a Sub-Committee is, subject to these Rules, to hold office until the conclusion of the annual meeting of the relevant division of the Club to which the Sub-Committee relates following the date of the members' election, but is eligible for re-election.
- 18.7 In the event of a casual vacancy occurring in the membership of a Sub-Committee, the Board or the appropriate Sub-Committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these Rules, until the conclusion of the annual meeting of the relevant division next following the date of the appointment.
- 18.8 The Secretary and Treasurer of each Sub-Committee shall comply with and undertake the duties and obligations set out in Rules 12 and 13 hereof respectively in relation to each of their own Sub-Committees.
- 18.9 Each division of the Club, being the Juniors, Seniors and Golden Oldies respectively, shall hold an annual meeting each year to elect office-bearers for each respective Sub-Committee, and to elect a representative, or representatives, to be nominated for election to the Board of Management in accordance with Rule 10.1.

## **PART 6 ~ GENERAL MEETINGS**

### **19. Annual General Meetings**

- 19.1. With the exception of the first annual general meeting, the Club must at least once in each calendar year and within two (2) months after the expiration of each financial year of the Club, and prior to 31<sup>st</sup> December in each year convene an annual general meeting of its members.
- 19.2 Rule 19.1 has effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.
- 19.3 Subject to the Act and Rules 19.1 and 19.2, the annual general meeting of the Club is to be convened on such a date and at such a place and time as the Board thinks fit.
- 19.4 In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the Board and the Sub-Committees of the Seniors, Juniors and Golden Oldies, reports on the activities of the Club and the respective Sub-Committees during the preceding financial year;
  - (c) to elect the office bearers of the Club;
  - (d) to receive and consider the financial statements that are required to be submitted to members under section 26(6) of the Act.
- 19.5 An annual general meeting must be specified as such in the notice convening the meeting.

### **20 Special General Meeting**

- 20.1 The Board may convene a special general meeting of the Club whenever the Board thinks necessary or appropriate.
- 20.2 Following a requisition in writing signed by at least 10 financial members of the Club, the Board must convene a special general meeting of the Club.
- 20.3 A requisition of financial members for a special general meeting must :
- (a) state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the Secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- 20.4 If the Board fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene the special general meeting to be held not later than three months after that date.
- 20.5 A special general meeting convened by a member or members as referred to in Rule 9.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the Board.

## **21 Notice of General Meeting**

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

## **22. Quorum for General Meeting**

- 22.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 22.2 Ten (10) financial members present in person constitute a quorum for the transaction of the business of a general meeting.
- 22.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved; or

22.3 (b) if any other case, is to stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day on which the meeting is adjourned) at the same place.

22.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

### **23. Presiding Member of a General Meeting**

23.1 The President or, in his or her absence, the Vice- President, is to preside as chairperson at each general meeting of the Club.

24.1 If the President and the Vice President are absent or are unwilling to act, the members present must elect one of their number present to preside as chairperson at the meeting.

### **24. Adjournment of a General Meeting**

24.1 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

24.2 If a general meeting is adjourned for fourteen (14) days or more, the Secretary must 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.

24.3 Except as provided in Rule 24.2, notice of an adjourned general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **25. Making Decisions at a General Meeting**

25.1 A question arising at a general meeting of the Club is to be determined on a show of hands, unless a poll is demanded either before or on the declaration of the show of hands.

25.2 A declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

25.3 At a general meeting of the Club, a poll may be demanded by the chairperson or by at least 3 members present in person at the meeting.

25.4 If a poll is demanded at a general meeting, the poll must be taken:

- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or

- (b) in any other case, in such manner and time before the close of the meeting as the chairperson directs;  
and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **26 Special Resolutions at a General Meeting**

26.1 A resolution of the Club is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the Club who are entitled under these Rules to vote and who do so in person at a general meeting of which at least 28 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules; or
- (b) if the resolution is passed in a manner specified by the Director General of the Department of Fair Trading, where it is made to appear to the Director General that it is not practicable for the resolution to be passed in the manner specified in Rule 26.1(a).

## **27 Voting at a General Meeting**

27.1 On any question arising at a general meeting of the Club each member present and entitled to vote under these rules has one vote only.

27.2 All votes must be given personally.

27.3 In the event of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

27.4 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.

## **PART 7 ~ FINANCES**

### **28. Source of Funds**

28.1 The Funds of the Club shall be derived from member's subscriptions, entrance fees, registration fees, donations, sponsorships, canteen receipts, funds raised by the respective Sub-Committees appointed pursuant to these Rules and, subject to any resolution passed by the Club in general meeting, such other sources as the Board determines.

28.2 The funds of the Club (including the Sub-Committees) shall be placed in a financial institution approved by the Board, or the respective Sub-Committee, in the name of the Club or the respective Sub-Committee.

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

## **29 Management of Funds**

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

29.2 Each Sub-Committee shall keep its own records in relation to the funds and expenses received and incurred in the day to day operation of its own division of the Club.

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

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

29.5 Notwithstanding any of the above the Treasurer shall be responsible for the proper discharge of his or her duties under Rule 13 hereof and the members of each Sub-Committee shall do all acts and things to assist the Treasurer in doing so.

29.6 A properly qualified person or persons as approved by the Board of Management shall audit the Financial Statements of the Club, for presentation at the Annual General Meeting of the Club.

## **PART 8 ~ LIFE MEMBERS**

**30.** Life Membership of the Club may be awarded to people, male or female, who have contributed outstanding and meritorious service to the Club, and who have made a significant and long term contribution well above the norm, on or off the field.

**31.** A person nominated for Life Membership should be:

- (a) nominated in writing, to be in the hands of the Secretary at least twenty one (21) days prior to the date of the meeting, and seconded by a minimum of six (6) financial members of the Club;
- (b) elected by a minimum two thirds of the members present at an annual general meeting or special general meeting.

**32.** Life Members are eligible to vote at all annual, general and special meetings of the Club and Sub-Committees, and are not required to pay any annual fees.

- 33.** Any person considered for nomination for Life Membership of the Club must meet, or exceed, at least four (4) of the following criteria:
- (a) the person must have been a financial member of the Club for a minimum of 10 years;
  - (b) the person must have been a playing member of the Seniors for a minimum of 10 years;
  - (c) the person must have been a Committee member or elected official of the Club, Seniors or Juniors, for a minimum of 5 years;
  - (d) the person has been elected Clubman of the year;
  - (e) the person has been a coach or manager of a team, Senior or Junior, for a minimum of 5 years;
  - (f) the person has made a significant contribution to broader Club life through active participation in social activities and other off field activities;
  - (g) the person is of good character and highly regarded by his peers.

## **PART 9 ~ HONOUR CAPS**

- 34.** The Club may award Honour Caps to those players who have made a significant and long term contribution to Club, through football and administration.
- 35.** A person nominated for the award of an Honour Cap should be:
- (c) nominated in writing, to be in the hands of the Secretary at least twenty one (21) days prior to the date of the meeting, and seconded by a minimum of six (6) financial members of the Club;
  - (d) elected by a minimum two thirds of the members present at an annual general meeting or special general meeting.
- 36.** Any person considered for the award of an Honour Cap must meet, or exceed, at least five (5) of the following criteria:
- (a) the person must have been a financial member of the Club for a minimum of 10 years;
  - (b) the person must have been a playing member of the Seniors first grade team for a minimum of 5 years;
  - (c) the person has been selected and played for the NSW Suburban Rugby Union Team.

- 36. (d) the person has been a Committee Member or elected official of the Club or Coach of a Senior or Junior team, for a minimum of 3 years.
- (e) the person has won a Senior team playing award eg Best and Fairest;
- (f) the person has served as Club Captain.
- (g) the person has made a significant contribution to broader Club life through active participation in social activities and other off field activities;
- (g) the person is of good character and highly regarded by his peers.

**PART 10 ~ MISCELLANEOUS**

- 37. The Club or each representative Sub-Committee may effect and maintain insurance.
- 38. Any member alleged to have been guilty of conduct which in the opinion of the Board or Sub-Committee is prejudicial to the interests of the Club, or alleged to be guilty of violating these Rules may, after consideration of any statement of explanation, oral or in writing made by the member, be suspended or expelled from the Club at a meeting of the Board of Management called to consider his action or actions. Any member so suspended or expelled shall, however, have the right to appeal to a Special General Meeting, which shall be called for that purpose in accordance with these Rules.
- 39. Any member charged by the Board or Sub-Committee with conduct that is deemed to be prejudicial to the Club shall be provided with written particulars of the charge at least seven (7) days prior to the hearing of the charge and shall be granted the opportunity to call written and/or oral evidence.
- 40. If the person referred to in Rule 38 is a member of the Board or a Sub-Committee hearing the charge, then they shall not be entitled to sit on the Board or Sub-Committee for the purposes of hearing that charge.
- 41. These Rules shall not be added to, rescinded, amended or altered except at an annual general meeting of the Club, or at a special general meeting of the Club, and no resolution to do so shall be carried unless consented to by two-thirds of the members present who are entitled to vote.
- 42. A copy of these Rules shall be made available to all members free of charge upon application to the Secretary.
- 43. The common seal of the Club shall be kept in the custody of the Public Officer.
- 44. The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of two members of the Board.
- 45. Except as otherwise provided by these Rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

- 46.** 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, upon written application to the Secretary.