



REVESBY HEIGHTS JRLFC

CONSTITUTION, BY-LAWS, STANDING ORDERS

REVESBY HEIGHTS RHINOS

JUNIOR RUGBY LEAGUE FOOTBALL CLUB



This constitution dated 1st January 2010 shall cancel all preceding constitutions and By-Laws of the Revesby Heights JRLFC

Rule 1: Name

The name of the Club shall be the **Revesby Heights Rhinos Junior Rugby League Football Club**, and herein wherever appearing the word 'Club' shall refer to the Revesby Heights Rhinos Junior Rugby League football Club.

Rule 2: Locality

The locality of the Club shall be within the **Canterbury Bankstown District** of Sydney, New South Wales, where all meetings of the Club will be held.

Rule 3: Objectives

The objectives of the Club are:

- (a) To promote, develop and foster the game of Rugby League in the Canterbury Bankstown District;
- (b) To develop playing skills and encourage the attainment of success in sport;
- (c) To encourage comradeship, develop character and encourage the participation of all residents of the Canterbury Bankstown District in Club activities.

Rule 4: Affiliation

The Club shall remain an affiliated member of the Canterbury Bankstown District Junior Rugby League, the New South Wales Rugby League, and the Australian Rugby League, and shall be subject to all the terms, conditions, rules and by-laws of such affiliations.

Rule 5: Year

- (a) The football year shall commence on the first day of January of each year.
- (b) The Financial Year commences on 1st November in each year

Rule 6: Uniform

The colours of the Club shall be Red, White and Blue

Rule 7: Meetings

- (a) The meetings shall be
 - 1) Annual General Meeting
 - 2) Extra-Ordinary Meeting
 - 3) General Monthly Meetings
 - 4) General Executive Meetings
- (b) An Extra-Ordinary Meeting of the General Committee may be convened by the Executive Committee or upon a requisition signed by ten (10) members of the Club through the Secretary. All members must be given seven (7) days notice of the meeting. The notice shall definitely state the business proposed to be transacted and no other business except that for which the meeting is called shall be taken at such an Extra-Ordinary Meetings.
- (c) Adjournment - Any meeting may be adjourned to such time and place as the majority of the members present may determine or at the Chairman's discretion.

Rule 8: Annual General Meetings

- (a) The Annual Meeting shall be held not later than 31st November in each year, and seven (7) days notice of the date, time, and place of this Meeting shall be given in writing to all Club Executive Committee and General Committee Members and by notice to be placed at a venue to be determined from time to time by the Club.

- (b) A copy of the Financial Report shall be available to the Executive Committee seven (7) days prior to the Annual General Meeting.
- (c) A copy of the Financial Report and Annual Report of the club shall be handed to members on the day of the Annual General Meeting.
- (d) Voting at Annual General Meeting – Only Members who are financial shall be entitled to vote.
- (e) The President or, in the President's absence, the vice President is to preside the meeting
- (f) Business at Annual General Meetings – Business to be transacted at an Annual General Meeting shall be:
 - i. Apologies
 - ii. Reading and confirmation of the Minutes of the previous Annual General Meeting —
 - iii. Consideration and adoption of the Annual Report
 - iv. Consideration and adoption of the Annual Balance Sheet
 - v. Election of Executive Committee for the ensuing year
 - vi. Nomination of Patrons
 - vii. Election of 2 or more Delegates to the Canterbury Bankstown Junior League
 - viii. Election of First Aid Officer, Publicity Officer and Auditor
 - ix. Business of which notice has been given
 - x. General Business
- (g) The election of the Committee shall take place in the following manner:
 - i. Nominations for the Committee shall be delivered to the Secretary of the Club not less than seven (7) days prior to the date fixed for the holding of the Annual General Meeting.
 - ii. Nominations for the Committee shall be in writing and shall be signed by up to two members and/or by the nominee who shall signify their consent in writing to such nomination.
 - iii. The Secretary shall prepare a list of names of the candidates and their proposers and shall place such a list on the Notice Board on the day following the day on which nominations close for the election of the committee.
 - iv. If the full number of candidates is not nominated for any position on the Committee, then the candidates nominated are taken to be elected and further nominations are taken at the Annual General Meeting from the floor. Such nominees must be present at the meeting or signify their consent in writing to the meeting.
 - v. If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
 - vi. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
 - vii. If there is more than the required number nominated for any position on the Committee, an election by ballot shall take place.

Rule 9: General Meetings

- (a) The committee must meet at least monthly during the playing season at such place and time that the committee may determine.
- (b) Additional meetings of the committee may be convened by the President or by any member of the committee.
- (c) Oral or written notice of a meeting of the committee must be given by the Secretary to each member at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (d) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no other business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (e) Any 4 members of the Executive Committee constitute a quorum for the transaction of business of a meeting of the Executive Committee.
- (f) No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of 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.
- (g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (h) At a meeting of the committee:
 - i. The President or, in the President's absence, the vice-President is to preside; or

- ii. If the President and the vice-President are 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 is to preside.
- (i) Business at General Meetings -The business to be transacted at General Meetings shall be:
 - i. Persons in attendance
 - ii. Apologies
 - iii. Minutes of previous meetings
 - iv. Business arising out of those minutes
 - v. Treasurers Report
 - vi. Football Report
 - vii. Correspondence and action
 - viii. Delegates Report
 - ix. Sponsorship & Marketing Report
 - x. Executive Committee Agenda Items
 - xi. General Business

Rule 10: Officials

The Officials of the Club shall be:

- (a) The Executive Committee comprising:
 - i. President
 - ii. Senior Vice President
 - iii. Junior Vice President
 - iv. Secretary
 - v. Assistant Secretary
 - vi. Treasurer
 - vii. Assistant Treasurer

who shall be elected at the Annual Meeting and shall then hold office until their successors are appointed

- (b) The General Committee comprising
 - i. The Executive Committee
 - ii. Three delegates to the Junior League
 - iii. Six (6) Club members elected to the General Committee at the Annual General Meeting
- (c) The Grading Committee who shall be appointed by the Executive Committee only
- (d) Team Coaches who shall be appointed by the Executive Committee only
- (e) Team Selectors who will comprise Team Coach, Team Manager, Grading Committee and Executive Committee
- (f) Team Captains who shall be appointed by the Team Selectors
- (g) All officials must be financial Club members on and from 1st April annually and all players or other persons, not being officials, must be financial Club members on and from 30th June annually
- (h) In the case of any member of the Executive Committee or General Committee failing to attend three consecutive meetings, his seat and position may be declared vacant by resolution provided however that the seat of the member of the Executive Committee or General Committee shall be declared vacant if it is deemed by the remainder of the Executive Committee and General Committee that there was good and sufficient reason for his absence. (Refer Rule 16)
- (i) Any vacancy occurring in a position of the Executive Committee between Annual Meetings shall be filled by a member of the General Committee.

Rule 11: Powers of the Executive Committee

- (a) The affairs of the Club shall be controlled and managed by the Executive Committee and such Sub-Committee or Sub-Committees as it may appoint
- (b) The Executive Committee shall have the power to admit or exclude visitors at Club Meetings but no visitor shall have voting rights but may with the consent of the Executive Committee address such meetings
- (c) The Executive Committee shall have the power to deal with and adjudicate on any complaint made to it of misconduct by any member of the Club provided such complaint is of misconduct detrimental to the policy, image, interest, and welfare of the Club
- (d) The Executive Committee shall have the power to cite or cause to appear before it any member of the Club against whom a complaint of misconduct has been made and after proper inquiry shall adjudicate and take such action as it may deem fit.

Rule 12: Funds

- (a) The Executive Committee shall have sole control of all assets of the Club, and funds and monies raised by whatever means or from whatever source in the name of the Club or donated to the Club.
- (b) These funds shall be devoted to promoting the Club and fostering the game of Rugby League.
- (c) All monies collected on behalf of the Club are to be paid to the Treasurer within seven (7) days.
- (d) The books and records of account of the Club shall be audited annually by Auditors appointed by the Executive Committee and a signed copy of the Annual Balance Sheet shall be submitted at each Annual Meeting by the Treasurer, and/or the Assistant Treasurer.
- (e) A signed copy of the Annual Balance Sheet shall be sent to the Canterbury Bankstown Junior Rugby League.
- (f) No member of the Club shall commit the Club to any expenditure unless same has been sanctioned and approved by the Executive Committee.
- (g) The Treasurer and/or the Assistant Treasurer shall at each General Meeting submit full details of all income and expenditure since the last meeting and shall report the latest balance.
- (h) The Treasurer and/or the Assistant Treasurer shall submit all accounts to the Executive Committee in the approved manner and all payments from the funds shall be made by cheque.
- (i) The funds of the Club shall be banked in the name of the Club and can only be operated on by any two (2) signatures of the President, Secretary, Treasurer or Assistant Treasurer.
- (j) The Treasurer and Assistant Treasurer of the Club shall keep a proper set of books in a manner prescribed and such books together with all vouchers, receipts and documents relating to the same shall be produced when and where directed by the Executive Committee of the Club.
- (k) All monies received for and on behalf of the Club shall be received by the Treasurer or Assistant Treasurer for which a suitable receipt in the Club's name shall be drawn.

Rule 13: Life Membership

- (a) Any member of the Club may be elected a Life Member of the Club in accordance with these Rules provided that a period of five (5) consecutive years they have served with the Club in the capacity of playing member or official or both.
- (b) The Executive Committee may recommend to the Annual General Meeting of the Club not more than two (2), but not necessarily any, member of the Club for Life membership if in the opinion of the Executive Committee they have merited that privilege by reasons of services rendered to the Club.
- (c) Nominations for Life membership shall be made in writing by the proposer and seconder both of whom must be members of the Executive Committee or General Committee endorsed by the consent of the nominee and accompanied by the written qualifications and history of such nominee which shall be verified by the Secretary.
- (d) Nominations for Life Membership shall close at the last General Meeting of the Club held in the month of September of each year. All nominations for Life Membership must be submitted each year irrespective of any previous nomination.
- (e) Only two (2) Life Memberships may be bestowed in any one year.

Rule 14: Secretary

- (a) 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 address.
- (b) All matters of urgency shall be dealt with by the Secretary, and in their absence by members of the Executive Committee and such action as may be taken shall be reported at the next General Meeting.
- (c) It is the duty of the Secretary to keep minutes of:
 - i. All appointments of office-bearers and members of the committee
 - ii. The names of members of the committee present at a committee meeting or a general meeting; and
 - iii. All proceedings at committee meeting and general meetings.
- (d) Shall receive & answer all correspondence and shall carry out all secretarial duties as required by the club.
- (e) As Executive Director, he/she shall refer all matters of urgency to the Executive.
- (f) The Secretary is empowered to hold thirty dollars (\$30) petty cash.
- (g) Ensure all payment of accounts

Rule 15: Treasurer

- (d) Ensure that all money due to the club is collected and received and that all payments authorised by the club are made
- (e) Must keep correct books and accounts, in receipt, showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.
- (f) Submit, prior to the annual general meeting, the club's accounts to the Auditor, if one has been appointed by the committee.
- (g) Ensure the financial statement is presented at the Annual General Meeting.
- (h) Ensure a financial statement is submitted to the committee at least once a month.
- (i) Ensure all payments are approved by the committee and payments made by cheque
- (j) Forward all cheques for payment of accounts to the Secretary
- (k) The Treasurer is empowered to hold thirty dollars (\$30) petty cash.

Rule 16: Casual Vacancies

For the purpose of these rules, a casual vacancy in the office of a member of the Executive Committee occurs if the member:

- (a) Dies; or
- (b) Ceases to become a member of the club; or
- (c) Becomes insolvent under administration within the meaning of the Corporations Law; or
- (d) Resigns office by notice in writing given to the Secretary; or
- (e) Is removed from office; or
- (f) Becomes a mentally incapacitated person; or
- (g) Is absent without the consent of the Executive Committee from all meetings of the Executive Committee held during a period of 3 months.
- (h) Insufficient nominations are received at the Annual General Meeting to fill a vacancy on the Executive Committee

Rule 17: General

- (a) Any notice of motion relating to any matter including a notice of motion to amend this Constitution shall be lodged with the Secretary at least twenty-eight (28) days prior to the Annual General Meeting or and Extra-Ordinary Meeting.
- (b) No amendment or addition to these rules shall be made except by resolution at the Annual General Meeting or an Extra-Ordinary Meeting. A resolution to amend or add to these Rules must be passed by two thirds majority of the members present at the meeting and entitled to vote.
- (c) Voting by proxy shall not be allowed.

Rule 18: Player Service Award

- (a) Any player having completed five (5) consecutive years playing service with the Club shall automatically become eligible for an award in recognition of such service.
- (b) In recognition of this achievement such player shall be presented with a suitable memento or token at the Club's Presentation Day or an alternative appropriate time and place.
- (c) Any player having completed ten (10) years playing service with the Club shall automatically become eligible for an award in recognition of such service.
- (d) In recognition of this achievement such player shall be presented with a framed jersey at the Club Presentation Day or an alternative appropriate time and place.

Rule 19: Coaches and Managers

- (a) Applications may be invited annually for the positions of coaches, managers and trainers in any grade that the club may enter. The committee, at any time, may invite applications for a coaching position.
- (b) Appointment of a coach, the manager and trainer(s) will be made by the committee as soon as practicable after the Annual General Meeting. These positions will not be voted upon or discussed at the Annual General Meeting.

Standing Orders

The following shall be the Standing Orders of the Revesby Heights Junior Rugby League Football Club

- (a) The Executive Committee shall meet on such days and at such time and places as it may appoint
- (b) At all General Meetings of the Club, ten (10) Members shall form a quorum and four (4) for all Executive Committee Meetings.
- (c) In the event of a quorum not being present half an hour after the time fixed, the Meeting shall lapse.
- (d) It shall not be necessary for the Secretary to notify the members of the General Meeting or the calling of a Meeting, except the Annual General Meeting.
- (e) The Chair shall be taken by the President, in his absence, the Senior Vice President, and should either of these not be available, a Junior Vice President. Should however any of the aforementioned not be present, the members present shall elect a Chairman
- (f) The Chairman may with the consent of the Meeting alter the order in which the business of such meeting shall be taken.
- (g) No resolution of the Executive Committee shall be altered or rescinded unless seven (7) days notice shall be given by the member proposing such alteration or rescission. Such notice must be carried by a three-fifths majority.
- (h) Such notice shall be in writing giving names of proposer or seconder
- (i) The voting at all meetings except the election of officials shall be by show of hands which shall be conclusive in the declaration of the result by the Chairman unless a vote by ballot or division be immediately demanded.
- (j) The Chairman of any meeting shall have a casting vote only.
- (k) Members will be allowed to speak only once to the question but may rise to a 'point of order' or to correct a misstatement but no second speech shall be allowed except when speaking to an amendment. (The proposer of a motion shall be allowed five (5) minutes in opening, all other speakers three (3) minutes. The proposer has the right of reply.
- (l) Any decision or ruling of the Chairman may be dissented from, and overruled by a majority of the voters present, but a motion of dissent from the Chairman's ruling shall be put without discussion.
- (m) All books and papers in connection with the Club shall be kept by the recognised Officials of the club and must be obtainable at all meetings of the Club.
- (n) No member of the Executive Committee or General Committee shall leave the room during the meeting unless with the Chairman's permission.
- (o) No sum of money shall be paid unless same has been passed by the Executive Committee
- (p) Any breaches of Regulations in regard to training facilities will require the officials of the team or teams involved to appear before the Executive Committee and show just cause and reason for their actions.
- (q) No persons can obtain monies by any means in the name of Revesby Heights Junior Rugby League Football Club without written permission of the Executive and can be cancelled at any time by the Executive Committee.
- (r) No application for removal of a disqualification or suspension or penalty passed on a member of the club shall be dealt with unless (7) days notice shall have first been given to the Executive Committee of such application.
- (s) The proceedings of any Sub-Committee appointed by the Executive Committee shall be governed by these Standing Orders.