

# Norths Rugby (ACT) Inc.

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## Constitution

**28 November 2017**

This Constitution has been prepared by Norths Rugby (ACT) Inc. in accordance with the Associated Incorporations Act 1991 and the Associated Incorporations Regulations 1991.



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## 1 Preliminary

### 1.1 Name

- 1.1.1 The name of the incorporated association is Norths Rugby (ACT) Inc. (the “Club”).
- 1.1.2 The trading name for the Club is Uni-Norths Owls Junior Rugby Union Club.

### 1.2 Interpretation

- 1.2.1 In this Constitution, the following terms have the meanings set out below.

*Note: A definition applies except so far as the contrary intention appears (see Legislation Act, s155)*

The **Act** means the *Associations Incorporation Act 1991*.

**ACTJRU** means the Australian Capital Territory Junior Rugby Union board.

**Annual General Meeting** means a meeting convened by the Club in accordance with section 4.3.

**ARU** means the Australian Rugby Union organisation.

**Associate Member** means a person whose application for membership, including subscription fees, has been accepted by the Management Committee in accordance with Part 2.

**Auditor** means the person appointed by the Club in accordance with section 5.9.

The **Club** means the Norths Rugby (ACT) Inc.

**Club Committee** means the group of Members described in section 3.4.

**Committee** means either or both the Management Committee and the Club Committee unless the contrary intention appears.

**Constitution** means this document as may be amended from time to time in accordance with section 5.3.

**Financial Member** has the meaning set out in section 2.3

**Financial year** means the year ending 30 September.

**General Meeting** means a meeting convened by the Club in accordance with section 4.5.

**Local Union** means the ACT representative union in the ARU, the Brumbies.

**Management Committee** means the group of Members described in section 3.3.

**Member** means a member as described in Part 2.

**Member Protection Information Officer** means a designated person at the Club who has undertaken the requisite training for the role as provided by the ACT Government.



The **Model Rules** means the Rules prescribed under the Act.

**Player** means a registered player of Norths Rugby (ACT) Inc.

The **regulations** means the *Associations Incorporation Regulation 1991*

**Secretary** means the person holding office under these rules as secretary of the Club or, if no such person holds that office, the public officer of the Club.

**Special General Meeting** means a meeting convened by the Club in accordance with section 4.4.

- 1.2.2 This Constitution will take effect immediately following its acceptance at an Annual General Meeting or Special General Meeting of the Club.
- 1.2.3 This Constitution will govern and be binding upon the Club.

### **1.3 Application of Legislation Act 2001**

- 1.3.1 The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

### **1.4 Objects**

- 1.4.1 The objects of the Club are:
  - (a) To participate in, and conduct, games of competition rugby for players under the auspices of the ACTJRU;
  - (b) To grow the sport of rugby within the ACT by fostering junior player development and encouraging player opportunities at all levels;
  - (c) To develop the necessary skills of the game and a sense of sportsmanship and fair play; and
  - (d) To provide the facilities and infrastructure which allows for continued participation in rugby union; and
  - (e) To increase community based participation in rugby union and the Club.
- 1.4.2 The Club shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Club.

### **1.5 Affiliation**

- 1.5.1 The Club may affiliate with the ACTJRU and any other bodies consistent with the objects of the Club, as may be determined by the Committee from time to time.



## **2 Membership**

### **2.1 Membership Qualifications**

2.1.1 Membership is open to all regardless of age, sex, race or creed. Membership will be available in the following categories:

- (a) Player – a person actively engaged in playing rugby for the Club; and
- (b) Associate Member – a non-player; and
- (c) Life Member – a person who has made a significant contribution to the operation of the Club and its members for at least 10 years.

2.1.2 The Club will maintain a register of Club Members in the Player and Associate Member categories via its online registration system. The Secretary will maintain a list of Life Members.

2.1.3 A person may apply to the Club for membership by completing either a Player registration form or an Associate Member registration form via the online registration system. Nominations for Life Membership must be made to the Secretary for consideration by the Management Committee.

2.1.4 The Management Committee has the right to refuse membership to any person whom they reasonably consider will be detrimental to the objects of the Club.

2.1.5 If the Management Committee refuses membership to a person under 2.1.4, the Management Committee will, within 5 days of the decision, provide that person with a notice setting out the Management Committee's decision. The Management Committee will provide that person with the opportunity to make submissions to the Management Committee in relation to the notice.

2.1.6 The Management Committee will consider any submissions received by it under 2.1.5 and will then either confirm or revoke a decision made under 2.1.4 within 7 days of receiving the submissions and advise the person of the result within 5 days.

### **2.2 Subscriptions**

2.2.1 A member of the Club will be required to subscribe to the funds of the Club through either Player registration fees or Associate Member fees (where applicable), as set out below:

- (a) U6/U7 Player – player playing in a junior competition for players aged 7 years or younger;
- (b) Junior Player – player playing in a junior competition from U8 to U18;
- (c) Associate Member – any member who is not a player but wants to vote on matters affecting the Club.

2.2.2 A person accepted as a member of the Club will agree and be required to subscribe to the funds of the Club in accordance with the rates determined by the Committee.



- 2.2.3 The Management Committee may waive the requirement for a member to pay player registration fees, in whole or in part.
- 2.2.4 Subscriptions are due and payable on the Friday before the first round of the season each year, unless varied by the Committee.
- 2.2.5 The subscription rate for Associate Members will be decided at the Annual General Meeting of the Club.
- 2.2.6 Other rates will be set at the first Committee Meeting after the Annual General Meeting, provided the ACTJRU has notified the Club of the annual rate of fees due to the ACTJRU.

### **2.3 Financial Members**

- 2.3.1 A financial member is a member who has fully paid a Club subscription in accordance with the rates determined in section 2.2 for the current year.
- 2.3.2 Only financial Associate Members are entitled to vote on matters affecting the Club. Members who are not financial members are not entitled to vote on matters affecting the Club.

### **2.4 Cessation of Membership**

- 2.4.1 A person ceases to be a member of the Club if the person:
  - (a) Resigns from membership of the Club; or
  - (b) Is expelled from the Club; or
  - (c) Fails to renew membership of the Club.

### **2.5 Behaviour of Members**

- 2.5.1 All Club members, including Associate Members, are expected to maintain a behavioural standard both on and off the playing field, consistent with the ARU Codes of Behaviour or similar documents published and distributed by the ACTJRU.
- 2.5.2 The Members Protection Information Officer may refer complaints and/or issues received to the Management Committee for consideration and/or action.

### **2.6 Disciplining of Members**

- 2.6.1 If the Management Committee reasonably believes that a member:
  - (a) Has not complied with the standard set out in 2.5.1; or
  - (b) Acted in a manner contrary to the interests of the Club;The Management Committee may:





- (a) Expel the member from the Club; or
  - (b) Suspend the member from such rights and privileges of membership as the Management Committee may determine for a set period.
- 2.6.2 A resolution of the Management Committee under 2.6.1 is of no effect unless the Management 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 2.6.3, confirms the resolution in accordance with this section.
- 2.6.3 If the committee passes a resolution under subsection 2.6.1, the secretary must, as soon as practicable, service a written notice on the member:
- (a) Setting out the resolution of the committee and the grounds on which it is based; and
  - (b) Stating that the member may address the committee at a general 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 at that meeting;
    - ii. Submit to the committee at or before the date of that meeting written representations relating to the resolution.
- 2.6.4 The Management Committee must, subject to section 50 of the Act, at a meeting of the Management Committee mentioned in 2.6.2:
- (a) Give to the member mentioned in 2.6.1 an opportunity to make oral representations; and
  - (b) Give due consideration to any written representations submitted to the Committee by that member at or before the meeting; and
  - (c) By resolution decide whether to confirm or to revoke the resolution of the committee made under 2.6.1.
- 2.6.5 A resolution confirmed by the Management Committee under 2.6.4 does not take effect:
- (a) Until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) If within that period the member exercises the right of appeal – unless and until the association confirms the resolution in accordance with 2.6.4.

## **2.7 Member's Right of Appeal**

- 2.7.1 A member may appeal to the Club in a general meeting against a resolution of the Management Committee that is confirmed under 2.6.2, within 7 days after the notice of



resolution is served on the member, by lodging a notice to that effect with the Secretary.

- 2.7.2 On receipt of a notice under 2.7.1, the Secretary must notify the Management Committee which must call a general meeting of the Club to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- 2.7.3 Subject to section 50 of the Act, the general meeting called by the Club under 2.7.2 will be conducted the following way:
- (a) No business other than the question of the appeal may be transacted; and
  - (b) The Management Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) The Associate Members present must vote by secret ballot on the question of whether the resolution made under 2.6.4 should be confirmed or revoked.
- 2.7.4 If the meeting passes a special resolution in favour of the confirmation of the resolution made under 2.6.5, that resolution is confirmed.

### **3 The Club**

#### **3.1 Powers**

- 3.1.1 The Club will have the power to do the following to pursue the Objects of the Club from section 1.4:
- (a) Purchasing, taking on lease or in exchange, and hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient;
  - (b) Purchasing rugby equipment for re-sale to Club members;
  - (c) Accepting any gift, whether subject to a special trust or not;
  - (d) Borrowing funds as necessary, as determined by the Management Committee;
  - (e) Fundraising activities, including the setting of fees, levies, calling for subscriptions, sponsorships and donations as determined by the Committee;
  - (f) Entering into contracts with persons for services including supply of goods/services; and
  - (g) Doing all other lawful things as are incidental or conducive to the attainment of the objects of the Club.

#### **3.2 Management of the Club**

- 3.2.1 The strategic direction of the Club will be set by the Management Committee.
- 3.2.2 The Management Committee will be assisted by the Club Committee in achieving the desired strategic direction through the Club Committee's management of general



operations.

- 3.2.3 The Management Committee may make decisions in relation to the strategic operation of the Club. The Management Committee may refer decisions to the Club Committee for their consideration, decision and action.

### **3.3 Composition of the Management Committee**

- 3.3.1 The following positions comprise the Management Committee:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

- 3.3.2 Each Member of the Management Committee holds office, subject to these rules, until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

- 3.3.3 A member of the Management Committee may not hold a position for longer than 5 years consecutively. This does not apply to the Immediate Past President whose tenure is limited to 12 months to assist in the immediate transition of information and experience.

### **3.4 Composition of the Club Committee**

- 3.4.1 The Club Committee is responsible for the general operation of the Club throughout the season, subject to the strategic direction set by the Management Committee.

- 3.4.2 The following positions may comprise the Club Committee:

- (a) Management Committee members (optional)
- (b) Registrar
- (c) Equipment Manager
- (d) Sponsorship Coordinator
- (e) Fundraising Coordinator
- (f) Catering Officer
- (g) Rugby Operations Manager
- (h) Development Officer
- (i) Team Coaches and Managers



(j) Committee Members – 3 positions

- 3.4.3 The Management Committee may decide to amend the composition of the Club Committee from time to time provided the Management Committee complies with section 3.3 of this Constitution.
- 3.4.4 Each member of the Club Committee holds office, subject to these rules, until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- 3.4.5 A member of the Club Committee may not hold a position for longer than 5 years consecutively.
- 3.4.6 A member of the Club Committee may not simultaneously hold more than 1 position on the committee, unless 3.4.7 applies.
- 3.4.7 If there is a vacancy in the membership of the Club Committee, the Committee may appoint a member of the Club to fill the vacancy. The member so appointed holds office, subject to these rules, until the conclusion of the next Annual General Meeting after the date of the appointment.

### **3.5 Committee Members**

- 3.5.1 Apart from the positions listed in section 3.5.3, all Committee member positions will be declared vacant at the Annual General Meeting.
- 3.5.2 Nominations of candidates for election as office-bearers in the Management Committee or Club Committee:
- (a) Must be made in writing, signed by two Associate Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) Must be given to the Secretary of the Club not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.
- 3.5.3 If insufficient nominations are received to fill all vacancies on either Committee, the candidates who nominated for positions are taken to be elected and further nominations for the vacant positions are called for at the Annual General Meeting.
- 3.5.4 If insufficient nominations are received at the Annual General Meeting, any vacant positions remaining on either Committee are taken to be vacancies.
- 3.5.5 If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 3.5.6 If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- 3.5.7 The ballot for the election of office-bearers in the Management Committee and the Club Committee must be conducted at the Annual General Meeting in the way the Management Committee may direct.



3.5.8 If there is insufficient nominations for the Management Committee, positions may be combined in the following way:

(a) Vice-President /Treasurer

(b) Secretary/Treasurer

3.5.9 The Club will call for nominations for coaches and managers and appointments will be approved at a Management Committee meeting.

### **3.6 Vacancies**

3.6.1 If any Committee Member position becomes vacant before the next Annual General Meeting, nominations for that position will be called before the next Committee meeting and a ballot conducted, if necessary. If no nominations are received, the Management Committee may co-opt a member or make suitable arrangements to fill the vacancy.

### **3.7 Removal of Committee Members**

3.7.1 The Club in a General Meeting may, by special resolution and subject to section 50 of the Act, remove any Committee Member from the Committee before the expiration of the Committee Member's term of appointment.

### **3.8 Delegation by Committee to Sub-Committee**

3.8.1 The Management Committee may, in writing, delegate to 1 or more sub-committees (consisting of the member or members of the Club that the Management Committee considers appropriate) the exercise of the functions of the Committee that are specified in the instrument, other than:

(a) This power of delegation; and

(b) A function that is imposed on the Committee by the Act, by any other Territory law, or by resolution of the Club in a general meeting.

3.8.2 A function, the exercise of which has been delegated to a sub-committee under this section may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

3.8.3 A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation.

3.8.4 Despite any delegation under this section, the committee may continue to exercise any function delegated.

3.8.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had



been done or suffered by the Committee.

- 3.8.6 The Committee may, in writing, revoke wholly or in part any delegation under this section.
- 3.8.7 A sub-committee may meet and adjourn as it considers appropriate.

## **4 Meetings and Decisions**

### **4.1 Procedure**

- 4.1.1 The Presiding Member at any meeting of the Club will be:
  - (a) The President; or
  - (b) If the President is not in attendance, the Vice President; or
  - (c) If the Vice President is not in attendance, a member elected by members in attendance.
- 4.1.2 A true and accurate record of the place, date, time, attendance, apologies and all business conducted at each meeting will be kept by the Secretary or other member in attendance appointed by the Presiding Member.
- 4.1.3 At any meeting, decisions will be made by show of hands, or where requested by any member, by secret ballot. The Presiding Member will have a deciding vote where voting is otherwise equal.

### **4.2 Committee Meetings**

- 4.2.1 The Management Committee will meet as required, but not less than four times per year.
- 4.2.2 A Management Committee meeting will lapse if a quorum is not present within 30 minutes of the advertised starting time of the meeting. A quorum for a Management Committee meeting is 3 Management Committee members.
- 4.2.3 The Club Committee will meet on a monthly basis as soon as possible after meetings of the ACTJRU. The ACTJRU meetings are scheduled for the first Tuesday of each month.
- 4.2.4 The following is the order in which business is to be conducted at all Club Committee meetings:
  - (a) Opening, Welcome, Apologies
  - (b) Minutes of previous meeting for endorsement
  - (c) Correspondence, incoming and outgoing
  - (d) Treasurer's report
  - (e) Reports



- (f) Filling of vacancies
  - (g) Notices of motion
  - (h) General business
- 4.2.5 A Club Committee meeting will lapse if a quorum is not present within 30 minutes of the advertised starting time of the meeting. A quorum for a Club Committee meeting is 5 Committee members.
- 4.2.6 A true and accurate record of the place, date, time, attendance, apologies and all business conducted at each meeting will be kept by the Secretary or other member in attendance appointed by the Presiding Member.

### **4.3 Annual General Meetings**

- 4.3.1 The Club will convene an Annual General Meeting of its members every year between 1 October and 30 November.
- 4.3.2 At least 21 days before each Annual General Meeting, the Secretary will do one or both of the following:
- (a) Notify all financial members of the place, date and time of the Annual General Meeting; or
  - (b) Advertise the place, date and time of the Annual General Meeting.
- 4.3.3 An Annual General Meeting will lapse if a quorum is not present within 30 minutes of the advertised starting time of the meeting. A quorum for an Annual General Meeting is 6 members.
- 4.3.4 The agenda for the Annual General Meeting will be as follows:
- (a) Confirmation of minutes of the previous Annual General Meeting
  - (b) Reception of the Annual Reports of the President, Treasurer and Registrar;
  - (c) Election of Committee members;
  - (d) Appointment of an Auditor;
  - (e) Any notice of motion given in writing to the President 21 days before the date of the Annual General Meeting;
  - (f) Setting of Associate Member fees;
  - (g) Setting the date of the next Committee meeting.
- 4.3.5 The Secretary of the Club must, as soon as practicable after being appointed as secretary, notify the Club of his or her address.
- 4.3.6 The Secretary must keep minutes of all elections and appointments of the Management Committee and the Club Committee members.



#### **4.4 Special General Meetings**

- 4.4.1 A Special General Meeting may be convened by:
- (a) A written request signed by not less than 6 financial members and specifying the purpose of the meeting; or
  - (b) A motion of a General Meeting; or
  - (c) A motion of a meeting of the Management Committee.
- 4.4.2 The Secretary will advise financial members, at least 21 days before a Special General Meeting, of the time, date and place of the Special General Meeting and of the motion/s to be discussed.
- 4.4.3 A Special General Meeting will lapse if quorum is not present within 30 minutes of the advertised starting time of the meeting. A quorum for a Special General Meeting is 6 members.

#### **4.5 General Meetings**

- 4.5.1 A General Meeting must be called by the Secretary within 30 days if requested by either:
- (a) A Management Committee member; or
  - (b) A written request signed by at least 5 members.
- 4.5.2 A request made under section 4.5.1 must specify the item to be discussed at the General Meeting.
- 4.5.3 The Secretary will advise members, at least 14 days before a General Meeting of the time, place and date of the General Meeting and the items to be discussed.
- 4.5.4 A General Meeting will lapse if a quorum is not present within 30 minutes of the advertised starting time of the meeting. A quorum for a General Meeting is 6 members.

#### **4.6 Making of decisions**

- 4.6.1 A question arising at a general meeting of the Club is to be decided on a show of hands, unless before or on the declaration of a show of hands a poll is demanded.
- 4.6.2 A poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at that meeting.
- 4.6.3 If the poll is demanded at a general meeting, the poll must be taken:
- (a) Immediately if the poll relates to the election of the person to preside at the meeting; or





(b) In any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

4.6.4 A declaration will be made by the person presiding that a resolution has, on a show of hands or the outcome of the poll, been carried, carried unanimously, carried by a particular majority, or lost. The declaration or an entry to that effect will be included in the minutes.

#### **4.7 Voting and Decisions**

4.7.1 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

#### **4.8 Appointment of Proxies**

4.8.1 Each financial member may appoint another financial member as a proxy. Appointment as a proxy will be by notice sent to the Secretary no later than 1 working day before the time of the relevant meeting.

4.8.2 Each financial member may only hold or appoint one proxy at a meeting.

4.8.3 The notice appointing the proxy will be in the form set out in Appendix 1.

### **5 Miscellaneous**

#### **5.1 Funds – Source**

5.1.1 The income and property of the Club, however derived, will be applied solely towards the promotion of the Objects and purposes of the Club and no portion thereof will be paid or transferred, directly or indirectly, by dividend, bonus or otherwise to any member of the Club, other than:

(a) Payment of out of pocket expenses; or

(b) Payment for services provided by the member under a contract properly entered into between the member and the Club.

#### **5.2 Funds - Management**

5.2.1 The Treasurer will present a report to each Committee Meeting with the following information:

(a) Balance of all Club accounts;



- (b) Cheques drawn on Club accounts since the previous Committee meeting;
  - (c) Anticipated income, including the amount of outstanding player registration fees from offline registration processes;
  - (d) A statement demonstrating the activities undertaken by the Club in 5.2.2; and
  - (e) Debts payable to the Club.
- 5.2.2 The Treasurer will present an accounting statement to clearly demonstrate the activities of the Club in the following areas:
- (a) General administration;
  - (b) Fundraising, including sponsorships;
  - (c) Accumulation of Club assets; and
  - (d) Special projects.
- 5.2.3 All cheques drawn on Club accounts must be signed by a minimum of two Committee members. One of those members must be the Treasurer.
- 5.2.4 The Management Committee may authorise one or more Committee members to expend petty cash monies not exceeding \$200 without prior reference to the Committee providing that expenditure is necessary for the efficient running of the Club. This authorisation will be made in accordance with the strategic direction of the Club determined by the Management Committee.
- 5.2.5 The Management Committee may authorise the Canteen Coordinator to expend funds not exceeding the float allocated to the canteen for the purpose of providing stock for the canteen as required. This authorisation will be made in accordance with the strategic direction of the Club, determined by the Management Committee.
- 5.2.6 The financial year will end on 30 September in each year and an audit of the accounts conducted not later than the last day of October in each year.

### **5.3 Alteration of Constitution**

- 5.3.1 This Constitution may only be amended in accordance with the Act.

### **5.4 Common Seal**

- 5.4.1 A common seal will be obtained in the Club name. The Public Officer and the President will be authorised joint signatories in the application of the common seal. The common seal must not be affixed to any instrument except by the authority of the Management Committee. The common seal will remain in the custody of the Secretary.

### **5.5 Custody of Books**



- 5.5.1 The Management Committee must ensure that all books, records and other documents relating to the operation of the Club are securely held by the appropriate Management Committee members and are available for inspection under section 5.6.

## **5.6 Inspection of Books**

- 5.6.1 The Club's administrative and financial records will be available for access by any or all members for the Club, subject to privacy considerations where appropriate. Requests for access to records may be made to the President. Access will be provided at a Committee meeting or Special General Meeting.

## **5.7 Winding Up**

- 5.7.1 A member will not be liable to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of a winding-up of the Club.'
- 5.7.2 The Club may be wound up voluntarily if the Club, by special resolution, resolved that it be wound up.
- 5.7.3 An application to the Supreme Court for the winding up of the Club may be made by the Club, by a member or creditor of the Club, or by the Registrar-General.

## **5.8 Surplus Property**

- 5.8.1 The Club will pass a special resolution nominating:
- (a) Another association for the purpose of section 92(1)(a) of the Act; or
  - (b) A fund, authority or institution for the purpose of section 92(1)(b) of the Act in which it is to vest its surplus property in the event of the dissolution or winding up of the Club.
- 5.8.2 An association nominated under section 5.8.1(a) must meet the requirement specified in subsection 92(2) of the Act.

## **5.9 Appointment of Auditor**

- 5.9.1 At each Annual General Meeting, the Club will appoint a person who is not a member or public officer of the Club and meets the requirements of the Act, as the Auditor of the Club.
- 5.9.2 A person appointed under 5.9.1 will hold office until the next Annual General Meeting, and is eligible for re-appointment.
- 5.9.3 If an Auditor is not appointed at an Annual General Meeting, the Management Committee will appoint an Auditor of the Club for that current financial year of the Club.



## **5.10 Audit of Accounts**

- 5.10.1 The Auditor will examine the Club's accounts at least once in each financial year of the Club.
- 5.10.2 The Club will give the Auditor a list of all the accounts, books and financial records of the Club on request by the Auditor.
- 5.10.3 The Auditor will certify as to the correctness of the accounts of the Club and will provide a report to the Management Committee stating:
  - (a) Whether the Auditor has obtained the information required by the Auditor; and
  - (b) Whether, in the Auditor's opinion, the accounts are properly drawn up so as to show a true and correct view of the financial position of the Club according to the information at the Auditor's disposal and the explanations given to the Auditor as shown by the books of the Club; and
  - (c) Whether the rules relating to the administration of the funds of the Club have been observed.

## **5.11 Appointment of Public Officer**

- 5.11.1 The Committee will appoint a Public Officer to carry out the duties and responsibilities required under the Act.
- 5.11.2 The person appointed will be a member of the Club, a resident of the Australian Capital Territory and at least 18 years old.
- 5.11.3 If the office at any time becomes vacant the Committee will, within 14 days after the office becomes vacant, appoint a person to fill the vacancy.

## **5.12 Clearance**

- 5.12.1 All requests for transfer or clearance must be referred to the Registrar before the clearance or transfer is issued.
- 5.12.2 The Registrar must ensure no debt or property is outstanding before issuing the clearance or transfer.

## **5.13 Team selection**

- 5.13.1 A player will not be considered for team selection unless he or she is a financial member.
- 5.13.2 Players will play in the correct age group, which is the age they are turning that year, unless an exemption is provided by the Registrar. This approach will ensure that teams are not short on numbers.



#### **5.14 Equipment**

- 5.14.1 The Club may sell equipment to a member provided the member pays the total amount for the equipment at the time of receipt of the goods.
- 5.14.2 Uniforms that are owned by the Club and issued to players by the Club for use during any competition must be kept in clean and serviceable condition by the player and returned to the Equipment Coordinator at the end of the relevant season.
- 5.14.3 The player will be responsible for any loss or damage to uniforms not occasioned by fair wear and tear.
- 5.14.4 The Club may recover an amount from the player to restore a lost or damaged item, such amount to be determined by the Club Committee and not to exceed the replacement cost of the item. Until such amount is paid, the player will be deemed not to be a financial member and will be a debtor to the Club.
- 5.14.5 The Equipment Coordinator will confirm that any equipment issued to coaches/managers or players at the commencement of the season are returned to the club not later than 14 days after the last game of the season for which the equipment was issued. The Equipment Coordinator will inform the Club Committee of any equipment that is not returned in accordance with this section.

#### **5.15 Policies or Bylaws**

- 5.15.1 The Committee may formulate, issue, adopt, interpret and amend policies or bylaws for the proper advancement, management and administration of the Club and rugby in the local area. Such policies and bylaws must be consistent with the Constitution and any policy or strategic directives of the Management Committee.
- 5.15.2 All policies and bylaws are binding on the Club and all members.
- 5.15.3 All policies and bylaws of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be valid and shall continue to apply.
- 5.15.4 Amendments, alterations, interpretations or other changes to policies and bylaws shall be advised to members by means of bulletins approved by the Management Committee and prepared and issued by the Secretary. The Secretary shall take reasonable steps to distribute information in the bulletins to members. The matters in the bulletins are binding on all members.

#### **5.16 Model Rules**

- 5.16.1 The Model Rules prescribed under the Act shall apply where any matter required by the Act is not covered by this Constitution.





6 Appendix 1

6.1 Proxy Appointment Form

I,

.....  
.....

[full name]

of.....

....

[address]

being a Financial Member of Norths Rugby (ACT) Inc., hereby appoint

.....

[full name]

of.....

....

[address]

being a Financial Member of Norths Rugby (ACT) Inc., as my proxy to vote on my behalf at the following General Meeting (which includes an Annual General Meeting or any other General Meeting) that is to be held on:

the.....day of the.....month of the year..... and at any adjournment of that meeting.

Signature of Member appointing proxy.....

Date:...../...../.....

**NOTE:** A proxy vote may not be given to a person who is not a Financial Member of Norths Rugby



*(ACT) Inc.*





## **7 Appendix 2**

### **7.1 President**

The President is responsible for the ultimate achievement of the strategic ambitions of the Club. The President sets the overall annual Club agenda (consistent with the views of members), helps the Management and Club Committee prioritise its goals and then keeps the Committee on track by working within that overall framework.

#### **Responsibilities and Duties**

- Preside at Management Committee meetings and manage Club Committee Meetings (not necessarily preside)
- Preside at the Annual General Meeting
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Lead the culture and purpose of the club
- Ensure regular opportunities exist for the assessment of progress of the club's strategic priorities
- Represent the club at, and contribute to, all meetings conducted by the local Union and provide feedback to the Club Committee and Members
- Be the regular point of contact for the local Union, media and members on strategic and operational issues.
- Exercise delegated authority by signing formal agreements with the Union, sponsors and any other party mutual obligation arrangements have been negotiated with.
- Constitute and resource any special working groups and ensures that their activities are reported to the Club Committee

#### **Knowledge and skills required**

- Prerequisite:
  - Demonstrated qualifications or experience in management, legal or financial services.
  - Working With Vulnerable People card
  - Can communicate effectively
  - Is a supportive leader for all organisations' members
- Desirable:
  - Is aware of the future directions and plans of members
  - Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees

### **7.2 Vice-President**



The role of the Vice-President mirrors the President and steps in when the President is unavailable. The Vice-President also offers strategic and operational advice.

### **7.3 Secretary**

The Secretary is the key administration officer of the club. This position is responsible to the Management Committee.

#### **Responsibilities and Duties**

- Mail/correspondence – inward/outward
- Meeting procedures (including minutes)
- Communication and public relations, including bulletins, website and social media
- Record maintenance and filing systems
- Supporting club events/activities
- Other activities as appropriate to skill and interest.

#### **Knowledge and Skills required:**

- Prerequisite:
  - Working With Vulnerable People card
  - Well organised, efficient and a good communicator
  - Ability to quickly learn IT systems and web coding
- Desirable
  - SmartRugby qualifications

### **7.4 Treasurer**

The Treasurer is accountable to the Management Committee for all financial transactions. All financial transactions (e.g. receipting cash or making payments) should pass through at least two parties. The Treasurer will provide a report to the Management Committee to be tabled at the Club Committee meeting.

#### **Responsibilities and Duties**

- Ensure that adequate accounts and records exist regarding the Club's financial transactions including accurate and up-to-date records of all income and expenditure
- Coordinate the preparation of a budget and monitor it carefully
- Issue receipts and promptly deposit all monies received in the Club's bank account
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the Club's bank accounts, cheque accounts, investments and loan facilities (with at least one other Management Committee member)



- Manage the Club's cash flow and be accountable for the Club's petty cash
- Prepare and present regular financial statements to the Management Committee.
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the committee
- Prepare financial accounts for an annual audit, and provide the auditor with information as required
- Prepare an Annual Return to be submitted to the ACT Government as per the Act and Regulations.

#### **Knowledge and skills required**

- Prerequisite:
  - Working With Vulnerable People card
  - Demonstrated experience and knowledge of procedures for handling cash, cheques and other financial transactions
  - Good organisational skills and attention to detail
- Desirable:
  - A willingness to learn new skills and introduce new systems to manage cashflow.
  - SmartRugby qualifications

### **7.5 Registrar**

The role of the Registrar is to supervise and be responsible for the registration of all Players and Associate Members via the Club's preferred registration system. This position is responsible to the Club Committee.

#### **Responsibilities and Duties:**

- Create registration templates for the Clubs preferred registration system
- Plan registration events at commencement of season.
- Prepare a list of players for each age group for distribution to team coaches.
- Assist players to complete transfers as required and authorise the transfer on the Club's behalf.
- Be aware of the future directions of your Club regarding age groups and player numbers.
- Keep your Club committee informed of the status of registrations at all times.

#### **Knowledge and skills required**

- Prerequisite:
  - Working With Vulnerable People card
  - Ability to quickly learn how to use the Club's preferred registration system
- Desirable:



- The Registrar is expected to have good planning and organisation skills and should be able to communicate with a wide range of people.
- SmartRugby qualifications

## **7.6 Equipment and Uniform Manager**

The Equipment and Uniform Manager is responsible for the management, maintenance and efficient operation of managed sites. This position is responsible to the Club Committee.

### **Responsibilities and Duties**

- Plan and control the use of resources to an optimal level
- Ensure all equipment is securely locked away when not in use
- The premises are properly secured when not in use
- A fully-equipped First Aid Kit is available on site at all times
- The preparation of a plan and budget to support an equipment acquisition or replacement strategy, as required by the club
- Coordinate equipment selection, use and maintenance
- Establish stock control and purchasing systems for equipment
- Responsible for the purchasing and maintenance of equipment stock
- Liaising with suppliers
- Annual stocktake for audit purposes

### **Knowledge and skills required**

- Prerequisite:
  - Working With Vulnerable People card
  - Demonstrated awareness of the requirements in relation to field set-up and dimensions, competitions requirements and safety protocols
  - Able to resolve issues in a logical and systematic manner, and always value participants safety first and foremost
  - Understanding of budget compliance
- Desirable:
  - Well organised and have a great attention to detail
  - A good communicator able to liaise easily with team management and spectators
  - SmartRugby qualifications
  - First Aid qualifications

## **7.7 Sponsorship Coordinator**



The Sponsorship Coordinator is primarily responsible for revenue generation for the Club in relation to naming rights on property and equipment. This position is responsible to the Club Committee.

**Responsibilities and Duties:**

- Develop a sponsorship program for the Club identifying all available sponsorship opportunities. This program should detail sponsorship goals, proposed tenure of sponsorship, and proposed and planned expenditure.
- Develop and implement a sponsorship servicing program that provides value for the Club's sponsors.
- Ensure all sponsorship arrangements are formally recorded, filed and signed off.
- Plan and schedule a calendar of sponsor functions for the year and ensure the activities are conducted
- Prepare submissions and all supporting material relating to grant applications.
- All formal documentation relating to sponsorship are given to the club secretary for preservation
- If necessary, form a sponsorship sub-committee.

Knowledge and skills required

- Prerequisite:
  - Working With Vulnerable People card
  - Ability to develop a financial plan and understanding of budget compliance
  - Well organised and have a great attention to detail
  - A good communicator
- Desirable
  - SmartRugby qualifications
  - Demonstrated experience and knowledge of procedures for handling cash, cheques and other financial transactions

**7.8 Fundraising Coordinator**

The Fundraising Officer is primarily responsible for revenue generation for the Club associated with catering, gala days and the Canberra Junior 7s Tournament. This position is responsible to the Club Committee.

**Responsibilities and Duties:**

- Develop a fundraising strategy for the club setting out goals, activities and timelines
- If necessary, form a fundraising sub-committee.
- Prepare rosters and supervise volunteers assisting with fundraising activities and working on the fundraising sub-committee (if formed).



- Supervise the collection of all monies raised, reconcile all funds, and arrange payment to the Treasurer.
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.
- Prepare submissions and all supporting material relating to grant applications.
- Establish stock control and purchasing systems for merchandise
- Responsible for the purchasing of merchandise stock and liaising with suppliers
- Annual stocktake of catering and merchandise stock for audit purposes
- Responsible for the supervision of volunteers assisting with merchandise sales.
- Merchandise sales calculated and lodged as per club requirements

#### **Knowledge and skills required**

- Prerequisite:
  - Working With Vulnerable People card
  - Ability to develop a financial plan and understanding of budget compliance
  - Well organised and have a great attention to detail
  - A good communicator
- Desirable
  - SmartRugby qualifications
  - Demonstrated experience and knowledge of procedures for handling cash, cheques and other financial transactions

### **7.9 Canteen Coordinator**

This position is required to ensure that the club's canteen is fully operational at each home game. He/she will also be the principal co-ordinator for any catering concession awarded to the club, such as preseason events, semi-finals or similar events. This position is responsible to the Club Committee.

#### **Responsibilities and Duties:**

- Estimate food and beverage supplies required for each home game canteen and negotiate provision with suppliers.
- Organise a roster of volunteers to pick up provisions and man the canteen.
- Wherever necessary obtain the necessary licences for canteens and maintain accurate records.
- Ensure a cash float is available and at the end of the day accurate cash reconciliation is to be undertaken. The cash is to be handed to the Club Treasurer (or his/her delegate) at the end of the day.
- Undertake stock takes of supplies and adjust orders as necessary so that excess stock is not retained.



- Where the club is awarded catering rights at other than home games prepare a logistical plan that embraces:
  - Food & beverages supplies and suppliers
  - Cool room hire/ice
  - Licences
  - Provision of equipment
  - Facilities available on site + any additional requirements
  - Transport of equipment & availability
  - Return of any excess supplies
  - Roster of volunteers
  - Cash float & subsequent reconciliation
- Evaluate canteen operations and facilities and make recommendations to the Management Committee on improvements at each Club Committee meeting.

#### **Knowledge and skills required**

- Prerequisite:
  - Working With Vulnerable People card
  - Ability to develop a financial plan and understanding of budget compliance
  - Well organised and have a great attention to detail
  - A good communicator
- Desirable
  - SmartRugby qualifications
  - Demonstrated experience and knowledge of procedures for handling cash, cheques and other financial transactions

#### **7.10 Rugby Operations Manager**

The Rugby Operations Manager is responsible for all activities leading up to game day. This includes monitoring and making changes to draws (where required), and responsibility for ground set up and pack down.

#### **Responsibilities and Duties:**

- Prior to each home match check that each ground needed for the weekend is in suitable condition. Where problems arise liaise directly with the ACT Government to resolve the matter.
- Before any match is commenced each ground must be set up with all the safety equipment specified, including:
  - Goal post pads
  - Corner posts
  - 22m, half way and dead ball markers



- sponsorship signage
- spectator control measures
- adequate refuse/garbage collection facilities
- Supervise and assist with the dismantling and storage of all equipment
- Organise a roster of helpers for each match day
- Organise suitably qualified first aid for all club hosted games in accordance with ACTJRU guidelines

### **Knowledge and skills required**

- Prerequisite:
  - SmartRugby qualifications
  - Working With Vulnerable People card
  - Demonstrated awareness of the requirements in relation to field set-up and dimensions, competitions requirements and safety protocols
  - Able to resolve issues in an logical and systematic manner, and always value participants safety first and foremost
- Desirable:
  - Well organised and have a great attention to detail
  - A good communicator able to liaise easily with team management and spectators
  - First Aid qualifications

### **7.11 Development Officer**

The Development Officer's role is to develop and implement programmes that maximise the participation of players, coaches and referees at all levels of rugby within the Club.

#### **Responsibilities and Duties:**

- To formulate a Rugby Development Plan for specific areas that focuses on recruitment, retention and training of players, coaches and referees.

### **Knowledge and skills required**

- Prerequisite
  - SmartRugby qualifications
  - Working With Vulnerable People card
  - Proven experience in coaching and sound knowledge of the principles of Rugby, with relevant qualifications through Brumbies.
  - Proven ability to coach both coaches and players

### **7.12 Committee Member**





The role of the committee member is to ensure that the views of parents, players and the rugby community are presented and used to inform the Club's strategy throughout the season.

### **Responsibilities and Duties**

- To attend meetings of the Club Committee when advertised
- To assist with a variety of tasks on game day or training nights, as needed.

### **Knowledge and skills required**

- Prerequisite
  - Working With Vulnerable People card
  - Good communication and interpersonal skills
  - Enthusiastic, disciplined and dedicated
- Desirable
  - SmartRugby qualifications

### **7.13 Coach**

A Coach's main role is to help players grow and develop their skills. Coaches also have a major influence over the player's enjoyment of their sport. It is essential that coaches provide children in particular with the best possible sporting experience.

### **Responsibilities and Duties**

- Selecting and preparing the team for matches
- Planning and preparing for training sessions and activities
- Ensuring all players get equal opportunity to take part in all club/team activities
- Setting the right example for players on and off the field
- Educating players in the values of being a true sportsperson
- Be fair in the treatment of all players at all times
- Conforming to all club policies on young children in sport
- Attending coaching courses
- Ensuring all activities are safe and supervised at all times
- Observing player's performances to determine the level of instruction required
- Teaching techniques for players to acquire additional skills or improve existing skills
- Analysing the progress of competitions and giving signals/instructions to players
- Recruiting players and other support staff

### **Knowledge and skills required**

- Prerequisite
  - SmartRugby qualifications
  - Level 1 Coaching Certification for U12 and above
  - Working with Vulnerable People card



- Good communication skills
- Good interpersonal skills
- Enthusiastic, disciplined and dedicated

#### **7.14 Manager**

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care.

##### **Responsibilities and Duties**

- Administration and management of the team
- Welfare of all team members and officials during team training and game days
- Uniforms and equipment including first aid equipment
- Providing training and match day information to players and families
- Ensuring all team members are aware of Club policies and bylaws
- Co-ordinating any team photographs
- Attending training sessions and assisting with the organisation of team functions
- Acting as liaison officer between Committee, the coach and the team
- Adjudicating any problems that may arise amongst athletes, coaches, officials and supporters. Note that the Members Protection Information Officer can assist in these situations.
- Liaising with an appropriate person regarding any player's inappropriate behaviour, misconduct, injuries or illness
- Ensuring all equipment (including drink bottles) is ready for use
- Returning all equipment
- Send completed game scores to the Registrar

##### **Knowledge and skills required**

- Prerequisite
  - Working With Vulnerable People card
  - SmartRugby qualifications
  - Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
  - Strong organisational skills
- Desirable
  - Sound knowledge of the selection procedures and rules/regulations of the competition



### **7.15 Public Officer**

Specific duties include but are not limited to:

- Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required
- Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee.  
3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required.
- Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- Apply to the Registrar for approval of a change of change within 1 month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.