



Umina Junior Rugby League
Football Club Incorporated

Constitution

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(2022)

The constitution of Umina Junior Rugby League Club Football Club Inc.

CONSTITUTION

- 1)
 - a) The name shall be Umina Junior Rugby League Football Club Inc of the Central Coast Division of Junior Rugby League. (herein after call "Division")
 - b) The headquarters of the club shall be that of the presiding Secretary and the official address for services of documents on the Association shall be the address of the public officer or treasurer.
 - c) The Associations financial year shall commence on the 1st of October each year and finish on the 30th of September each year.
 - d) The Club colours shall be predominately Red and green. The dominant colour of the playing uniform shall be chosen annually at the AGM.

Commencement and definitions

- 2) **This constitution** shall be deemed to have been adopted by Umina Junior Rugby League Club Inc and shall take effect in accordance with rule 5 of the constitution of the League.
- 3) Umina Junior Rugby League Club Inc is a constituent body of the League and accordingly this constitution shall be read and construed in every respect subject to the constitution (by-laws and regulations there-under) of such league and shall be void and inoperative to the extent of any inconsistency with and/or

repugnance to such constitution and/or by-laws and regulation made there-under.

- 4)** In this constitution and any by-laws made there-under, the following words and expressions shall (except where and to the extent that the contrary intention appears) have the several meanings hereby assigning to them that is to say:-
- a)** Constituent shall mean constituent body of the New South Wales Rugby League
 - b)** 'League' shall mean New South Wales Rugby League
 - c)** 'Division' shall mean the Central Coast Division of Junior Rugby League of New South Wales Rugby League as defined in rule 4 of the constitution of the League (hereinafter referred to as the 'Division')
 - d)** 'Club' shall mean the Umina Junior Rugby League Football Club Inc (hereinafter referred to as the 'Club')
 - e)** "General Committee" shall mean the General Committee of Umina Junior Rugby League as constituted by this Constitution. All financial members are members of the general committee
 - f)** 'Executive' shall mean the Executive Committee of the Club as defined in this constitution.
 - g)** "Management Committee" shall mean the Management Committee of the Umina Junior Rugby League as constituted by this Constitution.
 - h)** Secretary shall mean the officer of the club from time to time appointed by the General Committee as hereinafter provided to perform the duties of the Secretary and shall include any acting Club Secretary and any substitute for time being of the Club Secretary.
 - i)** Treasurer shall mean the officer of the Club from time to time appointed by the General Committee as hereinafter provided to perform the duties of the Treasurer of the Club and shall include any acting Club Treasurer and any substitute for the time being.

5) The objects of the Club shall be:-

- a) To encourage, foster, promote, extend, develop, govern and control junior rugby league football within the area of the Club as determined by and under the constitution of the Central Coast Division of Junior Rugby League.
- b) To hire and employ all classes of persons considered necessary for the purpose of the Club and to pay them and to other persons in return for such services rendered to the Club salaries wages gratuities and pensions.
- c) To promote hold and control meetings participate in competitions and matches for the rugby league football or any other athletic sport or pastime and to offer give or contribute towards prizes cups medals and awards therefore.
- d) To invest and deal with monies of the Club not immediately required upon such securities and in such a manner as may from time to time be determined by the Executive Committee.
- e) To affiliate and cooperate with the rugby league and with any other organisation whose objects are altogether or in part similar to those of the Club.
- f) To undertake and implement in such a manner as it thinks fit such other matters related to any or all the foregoing objects as may from time to time be deemed expedient by the General Committee.

Memberships

- 6) Memberships shall be to persons of not less than eighteen (18) years of age whose application for membership has been approved by the Executive Committee prior to acceptance.
- 7) Only financial members who are financial prior to the 30th of June in the year of the AGM will be eligible to nominate and vote for positions on the Club's Executive Committee.
- 8) Financial members are members who have applied and paid their membership fee prior to the 30th June or have meet one of the following criteria;
 - a. Parent or legal guardian of a current registered player
 - b. Coach, trainer or manager of a team in the current year
 - c. Hold a position on the Executive Committee in the current year

- d. Hold a position on the Management Committee in the current year
- e. Hold a life membership as per this constitution

Note: only 1 (one) financial member per family, residing at the same address, and that player must not owe money to the club (unless agreed with the executive)

- 9) For members who do not fit the criteria in rule 8, an application is required to be submitted and approved by the Executive Committee. Membership fees are applicable in this case only and shall be \$5 unless otherwise decided by the Executive Committee.
- 10) All applications for membership shall be made to the Secretary on or before 30th June each year.
- 11) The Secretary must maintain a register of all members and is to present to any member, free of charge, the register when requested by email, at a reasonable time.
- 12) Liability of members:-
The liability of members to contribute towards the payment of debts and liability of the club or costs charges and expenses of the winding up of the Club is limited to the amount if any, unpaid by the member in respect of membership of the Club as required.

Life Membership

- 13) Life membership of the Club shall be granted to any person whom the General Committee sees fit after considering all the circumstances
 - a) All nominations must be in writing giving the full name and credentials of the nominee.
 - b) The Executive Committee must furnish a report on the correctness or otherwise of the credentials submitted.
 - c) Life members have the same voting rights as any financial member.
 - d) The privilege of life membership shall entitle the holder to membership, speak and vote at all meetings except for Executive meetings, unless they hold an Executive position.
 - e) Any official member of the association may be nominated for life membership after completing 10 years unbroken active service or

12 years broken service with the club (active meaning as serving on the committee, coaching, first aid, etc)

- f) Only two (2) life members may be elected in any one year.
- g) Membership shall cease upon resignation from the Club or by virtue of disciplinary action resulting in expulsion from the Club.

GENERAL COMMITTEE AND MEETINGS

- 15) The General Committee shall consist of a Patron, Life Members, Executive Committee and financial members of the Club.
 - a) The general committee shall hold its first meeting immediately after the conclusion of the Annual General Meeting and shall hold other meetings at such other time as it may deem necessary.
- 16) All financial members shall be entitled to vote subject to clause 8.
- 17) The President shall act as chairman at General Meetings of the Club. In the absence of the President, the Senior/ Junior Vice President, in that order, shall act as Chairman. Should the President and Vice Presidents be absent or unwilling to act as Chairmain, those present and entitled to vote shall elect a Chairman from the remaining Executive Committee members.
- 18) Except where otherwise provided in this constitution, questions at any meeting of the General Committee and of any other committee or board established by this constitution or by-law there-under shall be decided by a majority of votes and in every case (except voting relating to officeholders positions) the President or Chairman shall have the casting vote as well as a deliberative vote.
- 19) Each financial member shall be entitled to one vote (subject to Clause 8) and that shall be given personally or through written proxy by another financial member in attendance at a General Committee meeting.
- 20) Voting at all General Meetings except upon the election of officers or committees shall be by a show of hands which shall be conclusive in the declaration of the results by the Chairman unless one person entitled to vote immediately demands a vote by ballot.

- 21)**
- a)** Any casual vacancy occurring in the position of President, Secretary or Treasurer between the AGM of the Club shall as often as the same may occur be filled by the General Committee provided that when any such vacancy is not filled by the General Committee within one (1) month after the same have occurred it shall be upon request in writing of any one of the Executive Committee of the Club and the person so appointed to the vacancy by such Executive Committee shall hold office until next AGM of the Club.
 - b)** Should a vacancy occur on any committee other than the Management Committee (and Executive Committee) or in case a member of any committee (not being the Management Committee or the Executive Committee) is temporarily unable to carry out his /her duties a member of the Executive or a Vice President may act in the vacancy or in the place of such member but any such vacancy shall be filled by the General Committee at its next meeting.
- 22) a)** The Executive Committee may call a meeting of the Management Committee or General Committee at any time.
- b)** The Secretary shall, within fourteen (14) days after receiving a requisition signed by seven members of the General Committee indicating the nature of matters intending to be discussed there at, convene a special meeting of the General Committee.
- 23)** The presence of a minimum of seven (7) members of the General Committee shall form a quorum at any meeting of the General Committee.
- 24)** Any proposal or resolution in writing signed by at least two-thirds of the members of the Executive Committee shall take effect in all respects as if it had been a resolution duly passed at a meeting of the General Committee duly convened and regularly held.
- 25)** No resolutions passed at any meeting of the General Committee or deemed to have been passed in accordance with clause 24 hereof shall be rescinded at a subsequent meeting unless fourteen (14) days' notice of the intension to propose such rescission shall have given and such rescission motion must be carried by two thirds of those present and entitled to vote.
- 26)** The members of the Executive Committee and of every other committee or board established by under this constitution or

under any by-law made there-under and all officers of the Club shall hold office until their successors are duly elected or appointed.

- 27) The Executive Committee may by resolution declare that any committee member who has failed to attend three (3) consecutive meetings of such committee of which he /she is a member shall be deemed to have vacated his/her office, except where a reason for absence is accepted by the Executive Committee.

ANNUAL GENERAL MEETING

- 28) **The Annual General Meeting** of the Club shall be held at such a place and at such a time not later than the 30th of October of the previous year as the Executive Committee shall determine and at least fourteen (14) days notice of the time and place appointed shall be notified to the community.
- 29) The Executive Committee of the Club if it sees fit can elect a returning officer whose sole duty shall be the conducting of election of office bearers as set out in the clauses above. The returning officer will be responsible for the conduct of all ballots for such positions. The returning officer shall not have the right to vote in any such elections.
- 30) The presence of a majority of those present and entitled to vote shall form a quorum at any general meeting.
- 31) The business of the Annual General Meeting:-
- a) Renewal of membership's fees.
 - b) Check credentials.
 - c) Minutes.
 - d) Chairman's opening address.
 - e) Receive annual report and audit financial statement.
 - f) Correspondence relating to AGM
 - g) Election of Patron, President, Vice Presidents, Treasurer, Secretary and other management roles as required.
 - h) Nomination/Election of Life Members
 - i) Election of Management Committee.
 - j) General Business.

- 32)** Of the two Vice Presidents elected, the one receiving the highest number of votes shall be the Senior Vice President and the other the Junior Vice President. Should the voting be equal the method of determining which of them will be Senior Vice President shall be determined by the resolution of the AGM committee.
- 33)** Notice of motion involving or affecting any matter or principle or policy of the Club shall be given to the Secretary of the Club no later than fourteen (14) days prior to the Annual General Meeting of the Club providing that in respect of such matters of principle or policy arising between annual meetings the provisions of clause 59(c) may be invoked.

Executive Committee

- 34)** The President, Senior Vice President, Junior Vice President, Secretary and Treasurer, act as the Executive Committee. Without any exception or qualification whatsoever exercise all or any powers by the constitution and /or any by-law made there-under conferred upon the General Committee.
- 35) a)** The Executive Committee shall present a full report of its activities and decisions to each meeting of the Management or General Committee.
- a)** The Executive Committee shall hold its first meeting immediately after the conclusion of the AGM and shall hold other meetings at such other time as it may deem necessary.

Secretary

- 36) a)** The Secretary shall be an honorary official. He/she may be paid an annual honorarium as determined by the General Committee.
- b)** The Secretary shall be the administrative officer and the Public Officer in addition to any special duties imposed upon him/her by the Executive, he/she shall keep proper records of the Club and shall be responsible for the official correspondence of the Club. The records are to be accessible to any financial member provided the access is required at a reasonable time and place.
- c)** The Secretary shall be allowed a petty cash advance of such amount as may be determined from time to time by the Executive

but shall not make any payment in excess of one hundred dollars without the authority of the Executive.

Treasurer

- 37) a)** The Treasurer shall be an honorary official. He/she may be paid an annual honorarium as determined by the General Committee.
- b)** The Treasurer shall keep proper books of accounts including a cash book and ledger of the Club and shall produce the same together with the bank statements of the Club at all meetings of the Executive/General Committee.
- c)** The Treasurer shall make the books of the Club available to the auditor appointed by the Club not later than one month before the AGM and upon other occasions whenever required to do so by the General Committee, Executive or auditors.
- d)** The Treasurer shall issue receipts for all monies received by him/her and shall keep a duplicate copy of every receipt.
- e)** The Treasurer shall bank all monies received by him/her to the credit of the Club at its bank and all monies received upon trust shall be banked into separate trust account within three (3) working days or as soon as practicable of receipt of such monies.

MANAGEMENT COMMITTEE

- 38)** The Management Committee shall consist of the President, Senior Vice President, Junior Vice President, Secretary, Treasurer and a minimum of five (5) but not more than a maximum of nine (9) members of the General Committee that may include honorary positions such as;

Registrars
Gear Steward
Coaching Coordinators
Publicity Officer
First Aid Coordinator
Ground Manager
Merchandise Officer
Fundraising Officer
Canteen Coordinator
BBQ Coordinator

The Executive Committee may from time to time determine such other representation as it sees fit.

- 39) The Executive Committee shall hold its first Management meeting immediately after the conclusion of the AGM and shall hold other meetings at such other time as it may deem necessary.
- 40) The Executive Committee shall determine the time and place of meetings of the Management Committee.

DISCIPLINE

- 41) a) Any person being a member, player, coach, employee, official or other like person of the Club who has; or against whom a complaint has been made, that such person;
 - (i) Has been involved in misconduct.
 - (ii) Has been involved in conduct which is detrimental or prejudicial to the welfare and good image of rugby league of the aforementioned.
 - (iii) Has breached the constitution or any by-law or any rule / policy of the League.
 - (iv) Has failed to comply with any directions or decisions of the Executive Committee to whose control he/she is subject.

may be cited or caused to appear before the Executive Committee to answer such complaint.

b) A complaint against any such person pursuant to clause 41a (i) and (ii) hereof shall be lodged with the Club Secretary within seventy two (72) hours of the occurrence of the incident giving rise to the complaint.

c) Any such complaint shall be in writing and shall be lodged with any supporting evidence.

d) The Executive Committee of the Club shall inquire into any such complaint and examine all available evidence to decide if there is sufficient substance for charges to be laid. If the complaint relates to a member of the Executive committee they shall not attend the

meeting nor vote on the complaint. Should it be the opinion of the Executive Committee that there is insufficient evidence to support such complaint, the charges will lapse. However should the Executive Committee agree that there is a case to answer it shall cause such person to appear before the Executive Committee for the matter to be heard and dealt with except in the case of a player who has been charged with misconduct on the field of play whether with video evidence or otherwise who would be cited to answer such charges before the Judiciary or Disciplinary Committee of the Division.

- e) Subject to the preceding clause on the receiving of such complaint the Executive Committee:-
- i) Must cause notice of the complaint to be served on the nominated person concerned
 - ii) Suspend the person from duties related to the Club until the matter is resolved.
 - iii) Must give the person at least fourteen (14) days from the time of service of notice within which to make submissions to the Executive Committee in connection with the complaint.
 - iv) Must take into consideration any submissions made by the person in connection with the complaint.

The Executive Committee may by resolution, expel the person from the Club or suspend the person from the club if after considering the complaint and any submissions made in connection with the complaint, if it is reasonably satisfied that the allegation in the complaint has been proven.

f) If the Executive Committee expels or suspends a person, the Secretary must within seven (7) days after the action taken, cause written notice to be given to the person of the reasons for having the action taken and of the members right of appeal.

- 42) A person may appeal to the General Committee against a resolution of the Executive Committee within seven (7) days of notice of the resolution being served on the person, by lodging with the Secretary a notice to that effect:-
- i. The notice must be accompanied by a statement of the grounds on which the person intends to reply for the purpose of appeal which contains new evidence.

- ii. On receipt of the notice from the person under section (i) the Secretary must notify the Executive Committee and a General Meeting must be held within twenty eight (28) days after the date on which the Secretary receives notice.
- iii. At the General Meeting under clause (ii) no other business must be dealt with and the person must be given every opportunity to state their case.
- iv. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

REGISTRATION, PLAYERS AND EQUIPMENT

- 43) All persons wishing to play with the Club must be registered in accordance with the rules as stated by either of the Central Coast Division of Junior Rugby League or associated sports.
 - a) All fees owing to the club by the registered player must be paid prior to Round 1 of the season of that year. Players with outstanding fees as at Round 1 of that season will be ineligible for selection until fully paid.
- 44) The Executive Committee may change registration fee as it sees fit to cover all expenses and charges as is necessary to financially administer the Club.
- 45) Each player of the Club will be supplied with a jersey free of charge but each jersey remains the property of the Club. Any person taking same for their own use shall leave themselves open to any action the Club sees fit. If the jersey is not recovered then the Club may take whatever action it sees fit to recover the jersey or its cost of replacement.
- 46) The Club will field teams in each age group competitions as it deems fit. If there is an excess of players then the Executive Committee may at its discretion enter two (2) or three (3) teams in each age group.
- 47) Any player suspended by the judiciary of Central Coast Division of Junior Rugby League shall not appeal against any such suspension unless the same shall be approved the Executive Committee of the

Club. Any fees associated with any appeal are to be borne by the player.

- 48) Any player breaching the National Code of Conduct or that issued by either the Central Coast Division of Junior Rugby League or issued by Umina Junior Rugby League Club Inc may be called to answer to the Executive Committee for any such breach
- 49) No player registered by the Club shall play in any match other than any match authorised by the Club, Central Coast Division of Junior Rugby League, New South Wales Rugby League and Australian Rugby League or under the direction of the Department of Education of N.S.W.
- 50) The Club will supply all training equipment and from time to time may inspect that equipment to ensure that it is in good order and condition. Any lost or mistreated equipment is to be replaced by the person issued with the equipment.
Coaches are not to allow players to take equipment home during the week for any reason. Coaches, Managers or Trainers are to sign for all issued equipment and are responsible for the maintenance and return of the same.
- 51) At the discretion of the Executive Committee, it is the policy of the Club that a person shall not coach the same team for more than three years.
- 52) Any player who completes ten (10) continuous years playing for the Club shall be awarded the title of “Dead Set Bunny” and a Club Jacket.
- 53) Grand Final winning teams and a maximum of five (5) Coaching Staff are eligible for a Commemorative Club Jacket, subject to the financial position of the club, to be determined by the Executive Committee.

MISCELLANEOUS

- 54) The Club shall take advantage of professional indemnity, voluntary, declared officials insurance or any other insurance that will protect committees, members, coaches, managers and trainers, sports medicine persons or any other person that the Executive Committee may deem to require this type of protection.

- 55)** No person is to use and /or copy the club logo without the written authority from the Secretary of the Club. There shall be a record kept of authorisation.
- 56)** This constitution is to be read in conjunction with the constitution of the Central Coast Division of Rugby League and that of New South Wales Rugby League.
- 57) (a)** For the purpose of these rules a notice may be served by or on behalf of
the Club on any member:-
- (i) by delivering it to the person personally
 - (ii) by sending it by pre-paid post to the address of the person, or
 - (iii) by sending it by facsimile transmission or electronic mail to an address specified by the person for giving or serving the notice.
- (b)** For the purpose of these rules a notice is taken, unless the contrary is proved, to have been given or served:-
- (i) in case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (ii) in the case of a notice sent by pre-paid mail on the date when it would have been delivered in ordinary course of post, and
 - (iii) in the case of a notice sent by facsimile transmission or by electronic mail on the date it was sent produces a report indicating that the notice was sent on a later date or on that date.
- 58)** Any other rules of the Club may be contained in the Club's policies and by-laws.

ALTERATION AND INTERPRETATION OF CONSTITUTION

- 59) a)** This constitution shall not be altered unless the proposed alteration is approved by two thirds majority at a general meeting of the Club.

- b)** Notice of any proposed alteration of this constitution shall be given to the Club Secretary at least fourteen (14) days before the date of appointed for holding of the General Meeting at which it is intended to submit such proposed alteration.
- c)** The Chairman as a matter of urgency and with the consent of two thirds of the meeting waive the requisite fourteen (14) days' notice, provided that there is two thirds of the full voting strength in attendance.
- d)** A notice must be sent to all members advising that a general meeting is to be held to consider changes to the constitution.
- e)** The notice must give details of the proposed changes to the constitution.