



Wingham Junior Rugby League Constitution

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1. Constitution

- a) The name shall be Wingham Junior Rugby League Inc.
- b) The headquarters of the Wingham JRL Inc. shall be Wingham Sporting Complex, Cogan Avenue, Wingham NSW 2429 and the official address for services of documents shall be admin@winghamjuniortigers.com.au
- c) The Wingham JRL Inc. financial year shall commence on 1st October each year and finish on 30th September the following year.
- d) The Wingham JRL Inc. colours be Black and Gold and the predominant colour shall be chosen annually at the AGM.

2. Commencement and Definitions

- a) This constitution shall be deemed to have been adopted by Wingham JRL Inc.
- b) Wingham JRL Inc. is a constituent body of the Country Rugby League of NSW Inc. and accordingly this constitution shall be read and construed in every respect subject the constitution (by-laws and regulations thereunder) of the NRL, ARL, and Country Rugby League of NSW Inc. 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 hereunder.
- c) In this constitution made there under the following words and expressions shall (except where and to the extent that the contrary intention appears) have several meanings hereby assigning to them that is to say:
 - (i) Constituent shall mean constituent body of the Country Rugby League of NSW Inc.
 - (ii) Club shall mean Wingham JRL Inc. hereafter referred to as club
 - (iii) General committee shall mean the general committee as constituted by this constitution
 - (iv) Executive and/or Management Committee shall mean executive committee as constituted by this constitution
 - (v) 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 secretary and any substitute for the time being of the club secretary

- (vi) 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 time being of club treasurer

3. Objects of the Club

- a) To encourage, foster, promote, and develop junior rugby league football within the area under that of the club as determined by or under the constitution and by-laws of NRL, ARL, Country Rugby League of NSW Inc. and Group 3 JRL Inc.
- b) To promote, hold and control meetings, participate in competitions and matches for junior rugby league football or any other athletic sport or pastime and to offer, give or contribute towards prizes, trophies, medals and awards therefore.
- c) 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 general committee.
- d) To affiliate and cooperate with the Group 3 JRL and with any organisation whose objectives are altogether or in part similar to those of the club.
- e) To undertake and implement in such manner, matters related to any or all the foregoing objects as may from time to time be deemed expedient by the general committee.

4. Memberships

PLAYERS, PARENTS & GUARDIANS

- a) Parents / Guardians of registered financial players of the current financial year shall be known as members and have the right to cast an equal vote at the Annual General Meeting held at the end of the season.

COMMITTEE

- a) Memberships shall be to persons of not less than eighteen (18) years of age whose application by nomination has been approved as per section 8 i) of the constitution or successfully elected at the Annual General Meeting (AGM).
- b) No person who is a player shall be eligible to be a member of the committee.

LIFE MEMBERS

- a) Life membership of the club shall be granted to any person whom the general committee votes on after considering all the circumstances as per section 8i).
- b) All nominations must be in writing giving the full name and credentials of the nominee.
- c) Management committee must furnish a report on the correctness or otherwise of the credentials submitted.
- d) Life members have the same voting rights as any financial member.
- e) The privilege of life membership shall entitle the holder to membership, speak and vote at all meetings.
- f) Any official member of the club may be nominated for life membership after completing either; eight (8) years of active service as an Executive Committee Member; or ten (10) years of active service (active meaning as serving on the general committee, as a club official or volunteer).
- g) Only two (2) life members may be elected in any one year and then being passed by the executive committee, any more than two nominations thereafter will be subject to a special resolution comprising of the executive members of the current year.

Membership shall cease upon resignation from the club, transferring from the club or by virtue of disciplinary action.

5. Members Liability

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 but not exceeding \$1.00 unpaid by the member in respect of membership of the club as required

6. Executive / Management Committee

The executive / management committee shall consist of not less than four (4) or more than six (6) members of the club general committee of which the President, Secretary and Treasurer shall be members thereof, if a vice president is elected on the general committee he/she shall become part thereof executive / management committee.

7. Executive

- a) Executive member/s representing the club at any outside event, disciplinary hearing or meeting subject to the direction of the general committee, but otherwise without any exception or qualification whatsoever, exercise all or any powers by the constitution and /or any by-law made thereunder conferred upon the general committee
- b) The executive shall present a full report of its activities and decisions to the next meeting of the general committee

8. General Committee

- a) The general committee shall consist of, but not limited to President, Secretary and Treasurer.
- b) The general committee from time to time may determine such other representation as per section **8 i)** of the constitution
- c) 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 has occurred it shall be upon requesting writing of any one of the management committee and the person so appointed to the vacancy by such management committee shall hold office until next AGM of the club or voted upon at a special meeting held by the committee.
- d) Should a vacancy occur on any committee other than the general committee (and executive committee) or in case a member of any committee (not being the general committee or the executive) is temporarily unable to carry out his /her duties, a member of the executive 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.
- e) The general committee shall hold its first meeting within 4 weeks after the conclusion of the AGM and shall hold other meetings at such other times as necessary.
- f) The executive / management committee may call a meeting of the general committee at any time.
- g) The secretary shall within fourteen (14) days after receiving a requisition signed by 4 executive members indicating the nature of matters intending to be discussed there at, convene a special meeting of the general committee.
- h) Subject to the direction of the general committee the management committee shall determine the time and place of meetings of the general committee.

- i) The presence of a minimum of five (5) members of the general committee, including not less than one (2) executive committee members, shall form a quorum at any meeting of the general committee.
- j) The general committee, may by resolution, declare that any committee member who has failed to attend three (3) consecutive meetings and fail to be present at scheduled club activities 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 general committee.
- k) 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 thereunder shall be decided by majority votes and in every case of equality of votes, the President or Chairman shall have the casting vote as well as a deliberative vote.
- l) All Club business matters are to be transparent throughout the general committee, where a formal/informal meeting relates directly to club business, of which an executive member is required, 2 executive members must be in attendance. If 2 executive members cannot attend the meeting then a general committee member must accompany the executive. Only at the committee's discretion will only 1 executive attend the meeting. An update must be produced to the committee through email within five (5) business days, or at the next general committee meeting whichever comes first.
- m) No resolutions passed at any meeting of the general committee or deemed to have been passed in accordance with clause 8 i) hereof shall be rescinded at a subsequent meeting unless fourteen (14) days' notice of the intention to propose a rescission, such rescission motion must be carried by two-thirds of those present and entitled to vote.
- n) The members of the general committee and of every other committee or board established under this constitution or under any by-law made thereunder and all officers of the club shall hold office/positions until their successors are duly elected or appointed.
- o) The President or in his/her absence the vice-president in that order shall act as chairman at any general or special meetings of the club, should the president be absent or unwilling to act, those present and entitled to vote shall elect a chairman.

9. Powers of the General Committee

- a) Subject to this constitution and to the directors given by the resolution of the AGM of the club, the general committee shall be the governing body of the club and shall have the power to do all such acts as may be incidental or conducive to attainment of any

of the objects of the club and shall supervise all rugby league football activities therein, and without prejudice to the generality of the foregoing the General Committee may: -

- (i) Delegate to any subcommittee or any other committee or board matter for decision, action, control, negotiation, investigation and report.
- (ii) Appoint remove and prescribe the duties of such officers through section 8 i) of this constitution
- (iii) Appoint and remove members of the club through section 8 i) of this constitution
- (iv) Enter into and make agreements and employ any persons through section 8 i) of this constitution
- (v) Acquire, manage, deal with, and dispose of any club property through section 8 i) of this constitution
- (vi) Invest and deal with monies of the club and vary and realise any investment through section 8 i) of this constitution
- (vii) Make, vary, or repeal by-laws not consistent with the constitution prescribing any matters necessary or convenient to be prescribed for giving effect to this constitution and/or any of its objects through section 8 i) of this constitution.
- (viii) From time to time to give such directions as it deems necessary to prevent the occurrence of any anticipated violation of the rules for junior rugby league football or any particular match fixture or competition through section 8 i) of this constitution

10. Voting

The Club is able to put a resolution to its members in a postal ballot or in an electronic ballot. A postal ballot or an electronic ballot is to be conducted in accordance with Schedule 3 of the Regulation.

11. Annual General Meeting

- a) The annual general meeting of the club shall be held at such a place and at such a time not later than the 30 of September. The general committee shall determine the time and place appointed, and at least fourteen (14) days' notice shall be notified to the community.
- b) All club members, life members of the club and the general committee may attend the AGM meetings and shall be entitled to vote.

- c) Each member shall be entitled to one vote and that shall be given personally and there shall be no proxy votes.
- d) The majority of those present and entitled to vote shall form a quorum at any AGM meeting.
- e) The business of the Annual General Meeting shall be:
 - (i) Minutes from previous AGM be accepted
 - (ii) Chairman's opening address
 - (iii) Receive annual report and audit (optional) financial statement.
 - (iv) Chairman to declare all committee positions relinquished and open for nominations
 - (v) Election of president, vice-president (optional), secretary, treasurer and other general committee members
 - (vi) Election of the Executive Management committee
 - (vii) Election of 3 delegates to represent the club at Group meetings
 - (viii) New Presidents address, date to be set for next general meeting
- f) Election of the executive
 - (i) Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee:
 - (a) Must be made through completing application either by hardcopy or online submission to the Club Secretary.
 - (b) Must be delivered to the secretary of the Association at least 48 hours before the date fixed for the holding of the Annual general Meeting at which the election is to take place.
 - (ii) If insufficient nominations are received to fill any vacancies on the Executive, nominations are to be received at the Annual General Meeting
 - (iii) If insufficient nominations are received to fill a vacancy on the Executive, a candidate may propose or second himself or herself for election or re-election
 - (iv) If insufficient further nominations are received, any vacant positions remaining on the Executive are taken to be casual vacancies.
 - (v) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

- (vi) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (vii) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the Annual General Meeting in such usual and proper manner as the committee may desire.
- g) The maximum number of consecutive terms of office of any office bearers on the committee is not specified.

12. Secretary

- a) The secretary is an honorary official.
- b) The Secretary shall be the administrative officer and in addition to any special duties imposed upon him/her by the general committee and /or the executive he/she shall keep proper records of the club
- c) The secretary shall be allowed a petty cash advance of such amount as may be determined from time to time by the executive committee but shall not make any payment in excess of one hundred dollars (\$100) without the authority of the executive committee
- d) The secretary shall record all minutes of meetings and have a copy distributed to the committee within 5 business days of the meeting being held
- e) All records kept during the season shall be archived at the commencement of the new committee

13. Treasurer

- a) The treasurer is an honorary official.
- 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 and of the 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 and invoices for all monies received, to be received, by him/her and shall keep a duplicate copy of every receipt and invoice produced by the club and its officials

- e) The treasurer shall bank all monies received by him/her to the credit of the club at its bank and all monies received shall be banked into the account within five (5) working days of receipt of such monies.

14. Discipline

- 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 junior rugby league of the aforementioned.
 - (iii) Has breached the constitution, CRL, NRL or ARL code of conduct or any group or club by-law.
 - (iv) Has failed to comply with any directions or decisions of the general committee to whose control he/she is subject.

After such incidents are heard by judiciary bodies you may be cited or caused to appear before the executive/management committee to answer such complaint.

- b) A complaint against any such person pursuant to clause 14 a) 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 supporting evidence.
- d) The executive/management 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. Should it be found from the management committee that insufficient evidence to support such complaint the charges will be dismissed.

However, should the executive/management committee agree that there is a charge to answer it shall request such person to appear before the 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 video evidence or otherwise who would be cited to answer such charges before the Group disciplinary committee.

- e) Subject to the preceding clause on the receiving of such complaint the executive/management committee: -
 - (i) Must show cause notice of the complaint to be served on the nominated person concerned
 - (ii) Once notice has been served that the person could be suspended from duties related to the club until the matter is resolved.

- (iii) Must give the person at least three (3) days from the time of service within which to make submissions to the executive/management committee in connection with the complaint.
- (iv) Must take into consideration any submissions made by the person in connection with the complaint. If after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the alleged in the complaint has been proven, the executive committee may, by resolution, expel or suspend the person from the club.

If the executive/management committee expels or suspends a person the secretary must within three (3) days after the action give written notice to the person the reasons for having the action taken and of the member's right of appeal.

15. Appeal

- a) 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 on the grounds of 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 clause a) (i) the secretary must notify the executive committee and a general meeting must be held within seven (7) days after the date on which the secretary receives notice.
 - (iii) At general meeting under clause a) (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.
- b) Once an appeal has been processed, finalised and or resolved by the committee, the club will not accept any other appeal from the applicant, player, coach, club official or any other member of the club in relation to the matter concerned.

16. Registration, players and equipment

- a) All persons wishing to play with the club must be registered in accordance with the rules as stated by either of the Group 3 Junior Rugby League or associated sports.
- b) The club may change whatever registration fee as it sees fit to cover all expenses and charges as is necessary to financially administer the club.

- c) Each player of the club will be supplied with a playing jersey free of charge, but each jersey remains the property of the club. Any person taking it for their own use shall leave themselves open to any action the club may impose. If the jersey is not recovered, the club may take whatever action it sees fit to recover the cost of its replacement.
- d) The club will field teams in each age group competition as it deems necessary. If there are excess players the general committee may at its discretion enter two (2) teams in each age group.
- e) Any player breaching the code of conduct issued by Group 3 Junior Rugby League Club Inc. may find themselves being dealt with by the general committee as per section 8 (i).
- f) The club will supply all training equipment and from time to time will 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 charged with its care. Coaches are not allowed to allow players to take equipment home during the week for any reason. Coaches are held responsible for the return, in good order and condition, of all equipment.
- g) It is not compulsory however recommended that a person should not coach the same team for more than three consecutive years. Under section 8 i) the general committee, in the players' best interest only, may find a replacement coach for that team.
- h) Any player who completes one hundred (100) games or one hundred and fifty (150) games for the club shall be awarded a medallion or trophy in recognition of this achievement.

17. Miscellaneous

- a) The club shall take advantage of professional indemnity, voluntary, declared officials' insurance or any other insurance that will protect committee, members, coaches, managers and trainers, sports medicine persons or any other person that the management committee may deem to require this type of protection.
- b) The club shall have at least but not limited to one, qualified NRL Level One Trainer (First Aid officer) at every home game per round and these people shall be responsible for the health and welfare of the players of Wingham JRLFC Inc. The decision Trainer in relation to a player returning to the field of play is final. Any person breaching this direction shall be subject to action under the constitution.
- c) No person is to use and /or copy the club logo without the written authority from the committee. There shall be a record kept of authorisation.

- d) This constitution is to be read in conjunction with the constitution of the CRL, NRL, ARL, and the Group 3 Junior Rugby League Club Inc.
- e) 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 electronic email to an address specified by the person for giving or serving the notice.
- f) For the purpose of these rules a notice is taken to have been given or served, unless the contrary is proved: -
 - (i) In the 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 prepaid mail on the date it would have been delivered in ordinary course of post, and
 - (iii) In the case of a notice being served by facsimile transmission or by email on the date it was sent produces a report indicating that the notice was sent on a later date or on that date.
- g) Any other rules of the club may be contained in the clubs' policies and by-laws.

18. Winding up

Excess property on winding up

- a) If on the winding up or dissolution of the Club, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies.
 - (i) having objects similar to those of the Club; and
 - (ii) whose constitution (or constitutions) prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed under this Constitution.
- b) That body is, or those bodies are, to be determined by the Voting Members at or before the time of dissolution or, failing that determination, by the Group 3 Rugby League.

19. Alteration and Interpretation of Constitution

- 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 will be two thirds of the full voting strength in attendance