

PENRITH AND DISTRICTS JUNIOR RUGBY LEAGUE CLUB LIMITED

AFFILIATED CLUBS - CONSTITUTION FOR :-

ST. CLAIR

Junior Rugby League Club

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2.0 - ADMINISTRATION

2.1. DEFINITIONS:

In these rules, except in so far as the context or subject matter otherwise indicates or requires:-

"The Club" shall mean the ST CLAIR Junior Rugby League Incorporated.

"The Junior League" shall mean Penrith and District Junior Rugby League.

"The Committee" shall mean Executive, Management or General as stated.

"Member" shall mean financial member of the Club.

"Official" shall mean any person, being a member of the club or not, who is retained by an officer or member empowered under this Constitution, to perform any duty for or on behalf of the Club.

"Office Bearers" shall mean the President, The Secretary, The Treasurer, etc of the Club.

"shall" where it appears in the Constitution will be to express obligation or command.

2.2. NAME:

The name of the Club shall be the ST CLAIR Junior Rugby League Incorporated.

2.3. HEADQUARTERS:

The Club headquarters shall be ST MARYS DIGGERS and BAND CLUB LTD.

2.4. OBJECTIVES:

a) The objectives shall be to develop, propagate and administer Junior Rugby League.

b) To do all such things as are conducive or incidental to the attainment of the above objectives or any one of them.

2.5. COLOURS:

The Club's colours shall be red, white and black. The socks will be in black leg-black top with red/white/black stripes in turnover and "COMETS" printed in red on the side. The shorts to be in black body with two white vertical stripes on the side and two red and one white angled stripes on the side. The St Clair logo will be on one side of the shorts and the Penrith Junior League logo on the other side. The jersey shall be in red white and black with the numbers in white with a black border. The logo will also reflect the name St Clair Comets on each jersey. Other logos included will be the NSWRL and the Penrith Juniors logo. The design will be as approved by Penrith Junior League on the 5th August 2016. Any alteration must be submitted to and approved by the Junior League, prior to change.

2.6. AFFILIATION AND CONTROL:

a) The Club shall be affiliated with and under the control of the Penrith Junior League and its rules and regulations.

b) Where the By-Laws as set out in this Constitution deal only with rules especially pertaining to the Club.

c) The Penrith Junior League shall have the power to overrule the Clubs constitution should any conflict arise with the rules and regulations of the Junior League.

2.7. DISSOLUTION:

The Club shall be dissolved: -

a) At the direction of the District Club.

b) If a resolution to that effect is adopted by the General Committee of the Club, provided twenty one (21) days notice of the meeting was given to members.

c) In the event of dissolution, all assets and records shall be transferred to the Penrith Junior League.

2.8. ACCOUNTABLE BOOKS:

The Club shall maintain appropriate books in a proper manner and same shall be produced when and where directed by the Penrith Junior League and/or the District Club.

2.9. DECISIONS AND INTERPRETATIONS:

Should a difference of opinion, or an interpretation regarding these rules and regulations, arise within the club that cannot be resolved by the Executive Committee, the matter shall be referred to the Penrith Junior League for resolution. Such resolution should be recorded for future reference.

2.10. DISQUALIFIED PLAYERS AND OFFICIALS:

A member, player or official while under suspension or disqualification (both at St Clair JRLC or the Penrith Junior League) shall not be eligible to hold any position or office in the Club and shall forfeit all privileges during the period concerned.

2.11. CHANGING THE CONSTITUTION:

These rules and regulations cannot be altered unless by notice of motion.

Alteration may be made at Annual General Meeting, Special General Meeting called for that purpose or by direction in writing from the Penrith Junior League.

- a) Notice of any motion to alter, add to, amend or rescind any rule or regulation shall be given in writing to the Secretary of the Club at least 2 months before the Annual General Meeting.
- b) Such notice should be signed by the proposer and seconder and shall state the rule or regulation number, the page number and give details of the proposed change.
- c) The Secretary shall put forward the motion for approval at the following Management Meeting. The motion needs to get approval from the Management Committee for it to be voted on at the Annual General Meeting.
- d) If a Special General Meeting is called the Chairman shall on a matter of urgency waive such notice provided there are two thirds of the full voting strength present, and three fifths of those attending give consent and call a meeting within 14 days.
- e) Any such notice of motion shall be declared lost unless three fifths of those voting support it, and once a notice of motion to alter the constitution is defeated, no further notice of motion on that matter shall be considered until after the expiration of three (3) months.
- f) An amendment or alteration to this constitution will not have any effect or force until it has been approved by the Junior League.

2.12. DELEGATES TO JUNIOR LEAGUE:

The Club should provide two Delegates to the Junior League General Committee, one of whom must be the Club Secretary and the other a member of the Management Committee.

2.13. RIGHT OF APPEAL:

- a) The club reserves the right to review any grounds for appeal requested by the General Committee to be lodged with the Penrith Junior League.
- b) The Club has the right of appeal against any decision of the Penrith Junior League. A written notice of the appeal will be lodged with the Junior League Executive and a lodgement fee be paid where applicable. The appeal must be lodged with the Manager of the Penrith & Districts Junior Rugby League within the limited time required and on the Junior League Form. The appeal will be heard by the District Clubs Appeals Committee. In cases where the appeals are dismissed no further appeals will be lodged by the club.
- c) Appeals where a Player, Manager, Coach or Club Members, who's personal conduct has come into question a written notice of the appeal will be lodged by the St Clair JRLC with the Manager of the Penrith & Districts Junior Rugby league but the lodgement fee of \$500 will be worn by the Player, Manager Coach or Club Member.

2.14. SAVINGS CLAUSE:

- a) This constitution will cancel all previous constitutions and will come into effect on and from the 1st January, 2022
- b) Any appointments made or resolutions determined under the immediate previous constitution, if in force at the commencement of this constitution will remain.

2.15. CONFLICT WITH JUNIOR LEAGUE RULES:

Should this constitution conflict with the Junior League Memorandum and Articles of Association, or where the rules are found to be silent, the Penrith Junior League Memorandum and Articles of Association and Rules will prevail.

2.16. COMMON SEAL:

The common seal of the Club shall be kept in the custody of the Secretary and shall not be affixed to any instrument except by the authority of the Executive Committee.

2.17. DOMESTIC RULES:

The Club shall be empowered to formulate domestic rules provided same have been approved by the Junior League.

2.18. BY-LAWS:

The Club shall be empowered to formulate by-laws for the operation of its teams, control of coaches, trainers, and managers and other officials, organization of competition and trial matches, training arrangements, donation and presentation of trophies and any end of season trips or any other matter considered important and necessary.

2.19. FUNDS-SOURCE:

The funds of the Club shall be derived from the following: -

- a) Entrance fees, Registration Fees and annual subscriptions of members, donations and subject to any resolution passed by the Management Committee, and such other sources as the Management Committee determines.
- b) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Clubs Bank Account.
- c) The Club shall as soon as practicable after receiving any money, issue an appropriate receipt.

2.20. FUNDS-MANAGEMENT:

Subject to any resolution passed by the club in General Meeting, the funds of the Club shall be used as follows:-

- a) In pursuance of the objects of the Club in such manner as the Management Committee determines.
- b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following - President, Treasurer or Secretary.

3.0 - MEMBERSHIP

3.1. MEMBERSHIP FEES:

The fees for membership shall be determined each year at the Annual General Meeting.

3.2. MEMBERSHIP PROCEDURE:

New members will be required to complete in writing an application for membership form which should be lodged with membership fees with the Secretary.

3.3. ACCEPTANCE OF MEMBERSHIP:

Acceptance of membership will be decided upon by the Management Committee.

3.4. REGISTER OF MEMBERS:

The Secretary shall keep a Register of Members and record the name and address and date of joining of each member. Such records shall be open for inspection by any financial member and the Junior League.

3.5. CESSATION OF MEMBERSHIP:

A member ceases to be a member of the Club if that person: -

- a) Dies
- b) Resigns membership
- c) Is expelled
- d) Becomes of unsound mind
- e) Becomes unfinancial

3.6. REMOVAL OF MEMBER:

a) The Club in a General Meeting may by resolution remove any member of a Committee or the Club from the position that person holds and may by resolution appoint another person to complete the term of office of the member removed.

b) Where a member of the Committee or the Club to whom a proposed resolution referred to in Clause (a) relates, makes presentations in writing to the Secretary and requests the representations be notified to the members of the Club, the Secretary may forward a copy to each member, or if they are not so sent, the member is entitled to require a copy be read out at the meeting at which resolution is considered.

3.7. MEMBERSHIP CANNOT BE TRANSFERRED:

Any right privilege or obligation which a person has by reason of being a member of the Club, is not capable of being transferred or transmitted to another person, and terminates upon cessation of the person's membership.

3.8. RESIGNATION OF MEMBERSHIP:

A member may resign membership by giving written notice to the Secretary. The Secretary shall record in the Registrar of Members details of those members who resign or cease to hold membership, for any other reason, recording the date of cessation.

3.9. LIABILITY OF MEMBERS:

The liability of financial members to contribute towards the payment of debts and liabilities of the Club or the 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 in clause 2 (Membership Procedures)

3.10. ELIGIBILITY TO STAND FOR POSITIONS:

- a) Only financial members shall be eligible to stand for a position on the Management Committee.
- b) A person can hold only one position on the Management Committee unless all positions are not filled one month after the **Annual General Meeting**.
- c) Besides being a current financial member the person applying to join the Management Committee must be over eighteen years (18) of age.

3.11. PERSONS ON SUSPENSION OR DISQUALIFICATION:

Any person suspended or disqualified by another Junior League Club or by the Penrith Junior League or the District Club, **cannot** be accepted for membership during the period of suspension or disqualification.

3.12. BENEFITS AND PRIVILEGES AND ACCEPTANCE OF RULES:

- a) Only Financial members, Life members, representatives of the junior league and Patrons with membership closing one month prior to the Annual General Meeting have the right to vote at the Annual General, Special General and Open Committee Meetings.
- b) All members upon joining the Club shall become entitled to all benefits and privileges associated with membership and shall also accept and be prepared to abide by and honour the rules and regulations of the Club as set out in this constitution.

3.13. LIFE MEMBERSHIP:

The privileges of Life Membership shall entitle the holder to attend, speak, vote and stand for any office with the Club at any Annual General, Special General or Open Committee meeting, except at Executive and Management meetings unless at the request of the Management committee. Life Members will be invited to all Club Presentations at the expense of the Club.

- a) Nominees shall have given at least 10 years **OUTSTANDING SERVICE** to the Club.
- b) Nominations must be in writing and signed by two members of the Club and shall set out the qualifications of the Nominee.
- c) Nominations must be lodged with the club Secretary two (2) months prior to the Annual General Meeting in each year irrespective of previous nominations.
- d) The Club Executive will investigate the nomination and recommend the acceptance or rejection of same, and submit its decision to the next Management Meeting. Such recommendation shall be determined no later than one calendar month prior to the Annual General Meeting.
- e) No more than two (2) Life Members can be appointed in one year.
- f) A ballot shall be taken at the Annual General Meeting and the recommendation must be endorsed by at least 75% of the members present. Each member of the General Committee present and entitled to vote shall record a vote in the affirmative or negative in respect of each candidate.
- g) Life membership shall be forfeited by misconduct considered detrimental to the policy, welfare and interests of the Club.

3.14 PLAYER LIFE MEMBERSHIP:

The privileges of Player Life Membership shall entitle the holder to attend, speak, vote and stand for any office with the Club at any Annual General, Special General or Open Committee meeting, except at Executive and Management meetings unless at the request of the Management committee. Player Life Members will be invited to all Club Presentations at the expense of the Club, along with **FREE REGISTRATIONS** and other playing expenses.

- a) Any player who plays 300 games or more for St Clair Junior Rugby League Club will be entitled to Player Life Membership at the ensuing Annual General Meeting.
- b) No voting is required for Player Life Membership.
- c) There will be no limit to the number of Player Life Memberships in any given year.
- d) The Club executive will investigate that the player/players concerned meet the criteria of having played 300 games for the Club.

e) Life membership shall be forfeited by misconduct considered detrimental to the policy, welfare and interests of the Club.

3.15. COMPULSORY MEMBERS:

All coaches, managers and trainers must be financial members of St. Clair Junior Rugby League Club.

4.0- DISCIPLINE OF MEMBERS

4.1. MISCONDUCT:

The Executive Committee shall have the power to deal with and adjudicate on any complaint made to it of misconduct of any member of the committee, of the club, official, player or team, provided such complaint is of misconduct considered detrimental to the policy, interests and welfare of the club or to Junior Rugby League generally.

4.2. POWERS OF COMMITTEE:

The Executive Committee may fine, suspend, disqualify or otherwise deal with any member found guilty of misconduct

4.3. NOTICE TO APPEAR:

When the Executive Committee is satisfied a member should be called to appear before it for a breach of discipline, the following procedure shall apply:-

- a) A notice shall be served upon the member to appear before the Executive Committee. The notice shall contain brief details of the complaint, time, date and place of meeting.
- b) The notice should also invite the member to address the committee or submit written representations relating to the complaint.
- c) The member should have seven (7) days notice of the meeting.

4.4. HEARING PROCEDURE:

At the meeting the Executive Committee shall,

- a) Outline the complaint against the member.
- b) Give the member an opportunity to make oral representations.
- c) Give due consideration to any written evidence.
- d) Take into account all available evidence.
- e) By resolution determine the guilt or otherwise of the member.
- f) Advise the member the result of the committee's determination.

4.5. RESULT TO MEMBER:

When the Executive Committee, for any reason, did not reach a decision at the meeting to which the member was called, or appealed at, and later confirmed the guilt or otherwise of the member, the Secretary shall within seven (7) days, by notice in writing inform the member of that fact together with the result and penalty, if any, and set out the members rights of appeal.

4.6. APPEAL RIGHTS:

A member, not- satisfied with any decision of the Executive Committee, shall have seven (7) days from receipt of the Committee's decision in which to notify the Secretary of an appeal.

4.7. APPEAL PROCEDURE:

Upon receipt of a notice of appeal, the Secretary shall notify the appropriate authority who shall notify the appropriate authority who shall convene an appeal hearing.

4.8. SERVICE OF NOTICES:

For the purpose of these rules a notice may be served upon any member of the Club either personally or by post to the member at the member's address shown in the register of members. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

4.9. POWER TO CITE:

Any member of the club shall have the power to cite any other member who it is considered breached any rule or regulation of the club or who misconducted himself or herself.

5.0 - THE COMMITTEES

5.1. EXECUTIVE COMMITTEE:

The President, Secretary and Treasurer shall be the Executive of the Club and have the power to make urgent decisions on behalf of the club. Those decisions shall be reported to the first meeting of the Management Committee.

5.2. MANAGEMENT COMMITTEE:

The Office Bearers of the Club shall be called the Management Committee, and they shall control, manage, and administer the affairs of the club. The Committee shall have the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the club and may exercise all such functions as may be exercised by the club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club.

5.3. GENERAL COMMITTEE:

The General Committee shall consist of the following: -

- a) The office-bearers. (Pres. Sec. Treas. etc)
- b) All financial members of the Club.

5.4. OFFICEBEARERS:

The office bearers of the club shall be:-

- | | |
|---------------------------------|----------------------------------|
| a) PRESIDENT | i) FEMALE CO-ORDINATOR |
| b) SECRETARY | j) GROUNDS MANAGER |
| c) TREASURER | k) CANTEEN MANAGER |
| d) REGISTRAR | l) CLOTHING MANAGER |
| e) VICE PRESIDENT | m) MEDIA & MAGAZINE CO-ORDINATOR |
| f) SPORTS TRAINERS CO-ORDINATOR | n) MARKETING MANAGER |
| g) ASSISTANT SECRETARY | o) CLUB WELFARE OFFICER |
| h) COACHES CO-ORDINATOR | |

5.5. PERIOD OF OFFICE:

Members of the Management Committee shall hold office until their successors are elected at the following Annual General Meeting.

5.6. VACANCIES:

- a) In the event of a vacancy existing on the Management Committee, the Executive Committee may appoint a member of the club to fill that vacancy.
- b) Should a member of the Management Committee miss three meetings in succession, without an apology acceptable to the committee, that members position may be declared vacant and may be filled by the committee at a following meeting.

5.7. NOMINATIONS:

- a) Nominations for positions on the Management Committee shall be made in writing on appropriate nomination form and signed by that member of the Club together with the signature of consent of the person nominated.
- b) The nomination form shall be in the hands of the Club Secretary by the due date that being 30 days before the AGM.
- c) If the number of nominations received exceeds the number of positions available, a ballot shall be held.

5.8. INSUFFICIENT NOMINATIONS:

- a) If insufficient nominations are received to fill all vacancies, the nominations already received shall be deemed to be elected and further nominations will be accepted from the floor of the meeting for the remaining vacant positions.
- b) If insufficient further nominations are received, vacant positions may be filled by nominees approved by the Executive Committee.

5.9. DECISIONS:

Any act or thing done or suffered by the Committee (includes sub-committee) is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member.

6.0 - MEETINGS

6.1. MEETINGS:

Meetings shall be Annual General, Special General, Executive, Management and Open General Meetings.

6.2. MEETING PROCEDURE:

Procedure at meetings shall be determined by the Executive Committee.

6.3. STANDING ORDERS:

Standing orders for the club shall be as set out in the Junior League Memorandum and Articles of Association, Rules and Regulations.

6.4. CALLING COMMITTEE MEETINGS:

- a) The committee shall meet at such place and time as the committee may determine.
- b) Additional meetings of the committee may be convened by the President, or on requisition to the Secretary, by at least three (3) committee members.

6.5. NOTICE TO COMMITTEE MEMBERS:

The Secretary shall advise all members of the committee at least forty eight (48) hours before the time appointed for the holding of a meeting, giving brief details of the reason for the meeting, should a meeting be arranged with Rule 7 (b).

6.6. ANNUAL GENERAL MEETING:

The Annual General Meeting of the Club shall be held in November each year.

6.7. VISITORS TO MEETINGS:

The Committee shall have the power to admit visitors to meetings and to allow them to address the meeting, should it be considered necessary.

6.8. ORDER OF BUSINESS AT ANNUAL GENERAL MEETING:

The following will be the order of business at the Annual General Meeting:-

- Apologies
- Confirmation of minutes of previous Annual General Meeting
- Annual Reports
- Financial Report and Accounts
- Correspondence
- Elections
- Determination of fees
- Business of which notice has been given
- General Business - electing of Patrons.

6.9. QUORUM AT MEETINGS:

No business can be transacted at any meeting unless there is a quorum present. A quorum for a meeting shall be 50% of the voting strength of the Management Committee. If the quorum is not met the Chairman will need to be adjourned the meeting..

6.10. QUORUM AT ANNUAL GENERAL MEETING:

The quorum at an Annual General Meeting shall be those financial members present together with 50% of the voting strength of the Management Committee. If the quorum is not met the Chairman will need to adjourn the meeting.

6.11. VOTING MAJORITY:

All questions arising at a meeting shall be determined by a majority of the votes taken at the meeting.

6.12. VOTING ENTITLEMENT:

a) Each member of the Club is entitled to one vote.

b) Should there be an equality of votes on a question, the person presiding (The Chairperson) may exercise a second or casting vote. The protocol is that the casting vote goes to the sitting member or to maintain the existing situation.

6.13. VOTING RIGHTS:

a) The following persons shall be entitled to vote at and Annual General Meeting: -

- (1) Patrons
- (2) Life members
- (3) Financial members
- (4) A representative from the Junior League, if in attendance.

b) Voting by proxy shall not be permitted.

6.14. NOTICE OF MEETING:

Fourteen (14) days notice of the Annual General Meeting shall be given to all financial members, by way of notice, circular, letter, newspaper advertisement or other manner.

6.15. SPECIAL GENERAL COMMITTEE MEETING:

a) The Executive Committee may whenever it sees fit convene a special meeting of the General Committee.

b) The Executive Committee shall on receipt of a requisition in writing of not less than 1/5th of the total membership and signed by all members making the requisition, convene a special meeting of the General Committee.

c) Should a special General Committee meeting be convened, within the rules, the Secretary shall be advised and in turn advise all financial members of the time, date, place and brief details of the business to be transacted, at least seven (7) days prior to the meeting. No business other than that specified shall be transacted.

d) Should the Executive Committee fail to convene a meeting within one month after the requisition is lodged with the Secretary, any one or more of the members who made the requisition may convene a special General Committee meeting to be held within three (3) months.

e) A member desiring to bring any business before a General Committee meeting may give notice in writing of that business to the Secretary who shall include that business on the agenda of the meeting.

6.16. RESCISSION MOTION:

a) The rescission motion should be submitted in writing to the Secretary.

b) The motion should contain the names of the mover and seconder and the date of the meeting the resolution was passed at.

c) The notice of motion should be placed upon the business paper at the next meeting, after the required seven (7) days notice.

d) The Chairperson may with the consent of the members present waive the requisite seven (7) days notice, provided it is a matter of urgency.

e) Once a notice of motion to rescind a previous motion has been defeated, no motion on that matter shall be dealt with for a period of three (3) months.

6.17. BALLOT:

The ballot for the election of the Management Committee will be conducted in such usual and proper manner as the Committee may direct.

7.0 - CLUB BY-LAWS OF 2022

7.1. COMMITTEE JOB DESCRIPTIONS

7.1-1. DUTIES OF THE PRESIDENT

- a) To sit as Chairman at the General Committee, Management and Executive meetings including the Annual General Meeting and any other special meetings as required.
- b) To develop and promote Club strategies.
- c) To attend all Junior League Meetings.
- d) Along with fellow Executives maintain the Constitution as required.
- e) To represent the Club in a positive and professional manner at all times.
- f) To develop Club and District harmony.
- g) To be a signatory and have an understanding to the Club's financial accounts.
- h) To represent the Club at judiciary and discipline hearings.
- i) To check all minutes of the meetings and sign as being correct and accurate.
- j) To supervise and assist all Club members.
- k) To supervise and assist in the selection of teams during the pre-season training.
- l) To manage and assist with all home games that are played during the Year.

7.1-2. DUTIES OF THE SECRETARY

- a) To be responsible for the proper handling of all Club correspondence and all record keeping including providing paperwork for all Club meetings.
- b) To work closely with other Executives and Club Members in performing their duties.
- c) Along with fellow Executives maintain the Constitution as required.
- d) To attend Junior League meetings.
- e) To act as a link between the Junior League and the Club both at policy level and for general weekly business during the season, including providing the Junior league with copies of all Monthly Meeting minutes and Financial records as required.
- f) To be a signatory to the Club's financial accounts.
- g) To supervise and assist all Club Members
- h) To provide support and assistance with all home games during the year.
- i) in consultation with the Treasurer to see that all Financial matters are adhered to.

7.1-3. DUTIES OF THE TREASURER

- a) To assume responsibility for all financial management of the Club.
- b) To provide Auditable record keeping.
- c) To record and submit monthly reports on the clubs Team Funds Account.
- d) To submit Statutory Accounts in accordance with the Australian Accounting Standards. This includes Balance sheets, Profit & Loss and Reconciled Banks accounts at every Club General meeting and Junior League requirements.

- e) To assist the Club Auditor with the Annual Audit of the Club's financial affairs.
- f) To work closely with other Executives in developing Financial Security for the Club.
- g) Along with fellow Executives maintain the constitution as required.
- h) To be a signatory to the Club's financial accounts.
- i) To ensure Annual Returns and Statements of Accounts are filed with the Dept of Fair Trading by the due date.
- j) To provide support and assistance with all home games during the year.

7.1-4. DUTIES OF THE REGISTRAR

- a) To supervise and be responsible for the proper registration of all players, coaches, managers and trainers.
- b) To manage and provide materials and assistance to all team managers.
- c) To be responsible for the accurate record keeping of all the clubs players, coaches, managers and trainers.
- d) To assist players complete transfer forms and authorise the transfer on the Club's behalf and according to the guidelines set by the Club and the Junior League.
- e) To provide support and assist with all home games during the year.

7.1-5. DUTIES OF THE VICE PRESIDENT

- a) To assist the other Committee members in the performance of their duties.
- b) To fill in as Chairman at Club meetings in the Presidents absence.
- c) To provide support to the Executive Committee where required.
- d) To assist in the managing of pre-season training.
- e) To provide support and assistance with all home games during the year.
- f) To run the Presentation night after home games at the RSL on a Sunday Night.

7.1-6. DUTIES OF THE SPORTS TRAINERS CO-ORDINATOR

- a) To provide assistance and direction to all sports trainers.
- b) To make sure all trainers are qualified and that their qualifications are up to date.
- c) To liaise with the Junior League in regards to up to date requirements.
- d) To make sure all home games are covered with the proper qualified trainers.
- e) To maintain accurate records of all player injuries.
- f) To provide support and assistance with all home games during the year.

7.1-7. DUTIES OF THE ASSISTANT SECRETARY

- a) To record accurate minutes of all Club meetings.
- b) To provide the Club Secretary copies of all minutes in time for the next meeting.
- c) To record 3-2-1 points and maintain week to week accuracy of player records.
- d) To maintain accuracy on all scores recorded throughout the season.
- e) To maintain and check that all points tallied are correct and final in determining end of year Award Winners.
- f) To assist the Secretary in the performance of their duties if required.

7.1-8. DUTIES OF THE COACHES CO-ORDINATOR

- a) To make sure all Coaches are qualified and that their qualifications are up to date.
- b) To liaise with the Club Secretary in making sure all coaches are up to date with the New Rules and requirements.
- c) To provide assistance with pre-season training for all the coaches.
- d) To monitor and assist with any coach who may need help throughout the year.
- e) To always look at upskilling our Coaches with the assistance of the NRL.
- f) To monitor Coaches on the weekends to make sure all club Policies are being followed.
- g) To handle complaints from Coaching staff as they come through. To liaise with the Club president with any ongoing issues.
- h) To supervise and assist with the selection of Teams during the pre-season training.

7.1-9 DUTIES OF THE FEMALE CO-ORDINATOR

- a) To liaise with the Club Secretary in making sure all Coaches are up to date with any New Rules and requirements.
- b) To provide assistance with pre-season training for the Female Teams Coaches.
- c) To monitor and assist with any Coach who may need help throughout the year.
- d) To always look at upskilling our Coaches with the assistance of the NRL.
- e) To monitor Coaches on the weekends to make sure all club Policies are being followed.
- f) To handle complaints from Coaching staff as they come through. To liaise with the Club president with any ongoing issues.
- g) To assist with the recruiting of Female Players.
- h) To assist with the welfare of the players throughout the year
- j) To supervise and assist in the selection of the Female Teams during the pre-season training.

7.1-10. DUTIES OF THE GROUNDS MANAGER

- a) To be responsible for the proper preparation, maintenance and marking of our playing fields.
- b) To be responsible for the ordering of materials and maintaining of all ground equipment.
- c) To liaise with Penrith Council on all maintenance matters at all the grounds
- d) To manage the running of all home games including organizing Ground Managers, Field Duties, Game Sheets and Match Day supplies (footballs, clocks, air horns, bells etc)
- e) To organize pre-season training times and fields allocation and to monitor any adjustments that may be required once the teams have been selected.

7.1-11. DUTIES OF THE CANTEEN MANAGER

- a) To be responsible for the proper running of the canteen facilities at home games.
- b) To order and manage all food and drink requirements for the canteen.

- c) If required form a canteen Committee to assist in the running of the canteen.
- d) To liaise with the Treasurer in regards to the financial running of the canteen.
- e) To ensure that all funds are counted and accounted for at the end of each day and appropriate receipts are written. This will be countersigned and witnessed by the Treasurer. In the absence of the Treasurer a fellow Executive to countersign for the days takings.

7.1-12. DUTIES OF THE CLOTHING MANAGER

- a) To be responsible for the ordering, distribution and maintaining of Club Clothing (including playing gear).
- b) To keep up to date records of all clothing in stock including a full stocktake for the Annual Audit.
- c) To advertise and maintain sales of clothing sold at the ground throughout the year.
- d) To make sure all money collected from clothing sales is receipted and handed to the Treasurer.
- e) To make sure all stock is stored in a safe and appropriate manner.

7.1-13. DUTIES OF THE MEDIA AND MAGAZINE CO-ORDINATOR

- a) To be responsible for the co-ordinating and publishing of the Yearly Magazine.
- b) To be responsible for managing the Clubs Facebook Page and any other Social Media outlets in consultation with our Executive Committee.
- c) To ensure that all members are aware of and adhere to the Junior League Media Policy.
- d) To ensure all sponsors are well advertised throughout the year.

7.1-14. DUTIES OF THE MARKETING MANAGER

- a) To liaise and attract both New and Old Sponsors.
- b) To liaise with the Media Co-Ordinator to help promote our sponsors.
- c) To help promote the Club in the local community in a positive way.

7.1-15 DUTIES OF THE CLUB WELFARE OFFICER

- a) To look after the welfare of players, members or those in need within the Club.
- b) Attend training and manage any welfare issues or complaints which may arise throughout the year.
- c) To liaise with the Executive committee in regards to any welfare matters or complaints that require attention.

7.1-16. CLUB SUB COMMITTEES

- a) To assist with the running of the Canteen
- b) To assist with the Grounds upkeep and to assist with the running of the games on the weekend.
- c) To assist with Social and Fundraising activities of the Club
- d) To assist with the Clothing and gear sales requirements

e) To assist the coaching Co-Ordinator.

7.2. PATRONS

All endeavours must be made to nominate Patrons who would be an obvious benefit to the well-being of the Club.

7.3. FUNDS

a) The funds of the Club shall be banked or invested in the name of the St Clair Junior Rugby League Club and signing powers will be given to the Treasurer plus either the President or Secretary being the co-signer.

b) Any purchases over \$5000 must be approved by the Management Committee.

c) Every endeavour must be made to obtain the best deal possible for the club.

7.4. EQUIPMENT

St. Clair J.R.L.C. will supply each team with footballs, water bottles, marking cones, jerseys and other equipment deemed necessary at the beginning of each season. It will be the responsibility of the Coach & Manager of each team to return all equipment including registration cards at the end of the year.

7.5. FINANCIAL RESPONSIBILITY OF PLAYERS

Upon registration of players FULL payment of fees must be taken (with the exception of A Grade players) . No registration will take place unless this payment is made. It shall be the responsibility of the Treasurer or Registrar to ensure all fees have been paid. If the fees are not paid, the Treasurer or Registrar is empowered to confiscate the offending player's registration card until such time as all fees have been paid.

7.6. SELECTION OF COACHES AND MANAGERS

a) At the end of each season, the Club Secretary is to call for nominations for the position of coaches for all age groups with the closing date being prior to the Annual General Meeting.

b) Such nominations shall be in writing and must be in the custody of the Club Secretary prior to the closing date. All nominations to state playing and coaching experience and coaching levels achieved. All nominations must include full name, address and phone number and must be signed by the person nominating.

c) A Coaching Panel is to be formed to sit and interview and select the next years coaches. The Coaching Panel should include but not limited to the Coaches Co-Ordinator, two members of the Executive and either the Saturday or Sunday Vice President where applicable plus one more person selected for that role by the Executive. The ideal number on the panel to be five people but not limited to. The Executive will select the Coaching Panel. Any person applying to coach the ensuing year cannot sit on the Coaching Panel for that age group.

d) All coaches nominating must have a Coaching Certificate or be in a position to be qualified prior to the start of the season.

e) All nominations will be selected on their written applications. Interviews will be called for only where the Committee deems it necessary. All persons interviewed will be advised prior to the Annual General Meeting of the decision.

f) If there is only one nomination for a particular team, this is not an automatic selection.

g) All coaches will be appointed as soon as practical after the closing date. If any age group had more than one team in the year just ended a suitable amount of coaches will be selected to assist the head coach until the head coach feels he is ready to take his own team. The next coach would then take control of the remaining players until he is ready to take his own team and so on. All teams must be split two (2) weeks prior to the start of the competition.

h) After the coach has been duly appointed to a particular team, he is to submit in writing, to the Secretary, his choice of a manager and trainer.

i) All coaching positions will be decided by the Coaching Panel and will only go to the Management Committee if a decision cannot be reached.

j) All Coaches, Managers and Trainers must hold a valid Working With Children Number (WWCC).

7.7. END OF SEASON AWARD WINNERS

- a) Awards for Sunday Players will be Best and Fairest, Best Back, Best Forward, Coaches Award and Players Player.
- b) Awards for Saturday players will be Best and Fairest, Best and Fairest runner up, Most Improved as well as acknowledgment to all the players.
- c) Each COACH shall award points on a 3-2-1- basis for his players after each competition match. These points shall be forwarded to the Assistant Secretary weekly and at the end of the competition rounds of games, the accumulated points will decide the winner of the Best and Fairest and Runner-Up in each team.
- d) Each MANAGER will forward weekly to the Assistant Secretary, a list of points scorers in each game for his/hers players - ie - official score sheet.
- e) The coach and manager of each team will select at the completion of the competition round their award winners for the Most Improved Player, Coaches Award, Best Back, Best Forward and Players Player. These nominations are to be forwarded to the Assistant Secretary within 14 days after their team's commitments are finalised.
- f) The following Awards will be given out by the Club on Presentation Day.

Mini Player of the year

Mod Player of the year

Saturday International Player of the year.

Sunday Player of the year.

Mark Larkin Club Person of the Year.

Lynne Zammit Memorial Female Player of the Year.

All financial members are eligible to nominate their selection of these Awards. Nominations must be in writing stating their reason for their nomination and handed to the Executive Committee within 14 days of completion of competition rounds.

- g) Other Major Awards to be handed out on Presentation Day are

Highest Point Scorer in Mini Football.

Highest Point Scorer in Mod Football.

Highest Point Scorer in Saturday International Football.

Highest Point Scorer in Sunday Football.

Iron Man Award for the player/players that play the most games in a season.

- h) Club jackets & trophies to be presented to the players, coaches, managers and trainers (who satisfy Committee requirements) of all Grand Final winning teams. (Trophies to the players only).

- i) Anyone who has played 100 games for the Club will be given a plaque plus a 100 game medallion.

Anyone who has played 200 games for the Club will receive a plaque/trophy and a 200 games Club Jacket.

Anyone who has played 300 games for the Club will receive a 300 games jacket and a plaque/trophy plus Free Player registration for the following years that he/she plays for St Clair Junior Rugby League Club.

- j) A number of memorial trophies will also be handed out in some selected age groups as an encouragement award.

Under 6 – Bill Heron Memorial Trophy

Under 12 – Les Tuite Memorial Trophy

Under 18's – Mick Hartas Memorial Trophy

Under 20's – John Joe Grieve Memorial Trophy

A Grade - Garry Wicks Memorial Trophy

Bobby Bright Snr Memorial Trophy

7.8. JACKETS FOR GRAND FINAL WINNING TEAMS

- a) All players who play in a grand final winning team will be entitled to a jacket.
- b) Any player who has played 85% of the season in that team but didn't play in the grand final will also be entitled to a jacket.
- c) Players who miss out on playing in a grand final due to an football injury will be considered eligible at the discretion of the Committee and their decision will be final.
- d) Jackets will be issued to following team officials:
 - (1) Under 9's to Under 12's - one each to the Coach, Manager and two (2) Trainers.
 - (2) Under 13's to Under 21's – one each to the Coach, Manager and three (3) Trainers.
 - (3) A Grade will be allowed up to six officials per Team.
 - (4) Consideration will be given for the Team's Jersey Sponsors (Gold/Silver) to receiving a Grand Final Jacket.
 - (5) All team officials must be financial at the start of the semi-finals.

7.9. INDIVIDUAL TEAM FUNDRAISING

Individual team fundraising may be carried out under the following circumstances: -

- a) All individual team fundraising must be approved by the Management Committee.
- b) Any such fundraising must not interfere in any way with normal Club fundraising or activities.
- c) All monies raised must be banked with the Club.
- d) All teams permitted to conduct individual fundraising must give equal effort to normal Club fundraising activities.
- e) If all the requirements in (a), (b), (c) & (d) are not complied with, the Management Committee may withdraw permission from the offending team or teams to continue with individual fundraising.
- f) All money raised in the above manner must be spent on the well-being of the team or Club as a whole.

7.10. MANAGEMENT EXPENSES:

Any person on the Management Committee that incurs costs on behalf of the Club may apply for reimbursements in writing and may be approved by the Management Committee.

7.11 VOLUNTEERS

- a) Any volunteers being involved in fundraising for the Club do so at their own risk and are to be informed of this at the time of collecting raffles.

7.12. FAMILY MEMBERS

Only one member of a family can hold a position of President, Secretary and Treasurer in the same year.

7.13. END OF SEASON TRIPS

All teams must put applications in writing before trips are organised for end of season.

7.14. TRAINING COURSE

The Club Treasurer will reimburse the full costs that members have incurred for medical training and subsequent updates and reaccreditations for the welfare of the players of ST CLAIR JRLC for those Trainers who volunteer their time on a rostered basis at our home ground on the weekends.

7.15 PLAYING IN A HIGHER GRADE:

a) In regards to players being brought up from a lower age group to play up for a team in a higher age group, the Coach should act ethically at all times. This relates both to the need for the players and the time they spend on the field. If the Executive Committee feels that a Coach or Manager has not acted ethically then they can be brought up before this Committee to explain their actions.

b) Prior to the Semi-finals the Executive Committee must be notified, verbally then followed up in writing within 48 hours, for players to play up in a higher age group during the Semi -finals.

C) A maximum of only two players will be allowed to play up in A Grade without playing their own age group first. There will be no limit on the number of players playing up in A grade after they have played their own age group.

7.16. PLAYERS VOTING:

Only Financial Members and Life Members can vote at a meeting. Registered players are not financial members of the Club and as such for any player to vote or to hold a Committee position that player must first become a financial member.

7.17. ASSISTANCE

A total of up to \$2000 will be put aside each year to assist individuals or organizations for the welfare of Junior Rugby League. All requests must be put in writing.