

RULES OF THE CENTRAL COAST JUNIOR RUGBY UNION **INC.**

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PART I

PRELIMINARY

1. INTERPRETATION

(a) In this constitution except in so far as the context of subject matter otherwise indicates or requires:

“Appointees”	means any person <i>appointed</i> by the executive to exercise a function, from time to time, to control and manage the affairs of the union.
“C.C.J.R.U. Area”	means the geographical area as defined by the NSWCJRU, where it will control Junior Rugby Union.
"By-laws"	means the by-laws or Rules of the Union for the time being in force.
"Union"	means the Central Coast Junior Rugby Union Incorporated under the Associations Incorporation Act 2009.
“Office bearers”	refer rule 19
"Office of the Union"	means the home of the Secretary or such other place as is from time to time determined by the Union.
"Club(s)/Member Club"	means any Rugby Football Club(s) admitted to Membership of the Union.
"The Unincorporated Body"	means the unincorporated Association known previously as the Central Coast Junior Rugby Union.
"Secretary"	means (a) person holding office under these rules as Secretary of the Union or (b) where no such person holds that office, the Public Officer of the Union.
"Special General Meeting”	means a General Meeting of the Union other than the Annual General Meeting or a General Meeting convened in accordance with the rules of the Union to discuss special business.
“Delegate”	means a representative of a Member club who exercises the right of that club to vote at a Meeting convened in accordance with the rules of the Union.
“Committee of Management”	Consists of the office bearers Executive Members.
“Council Meeting”	means a General Meeting of the Union other than the Annual General Meeting or a Special General Meeting.
“Council Member”	means any person who is entitled to vote at a General Meeting

of the Union.

“Directors”	means any person <i>elected</i> at an AGM to exercise a function as delegated by the executive, from time to time to control and manage the affairs on the association.
"Member"	means any club/individual admitted to Membership with the Union in accordance with the constitution.
"The Act"	means the Associations Incorporated Act, 2009.
"The Regulations"	means the Associations Incorporation Regulations, 2016.
"The Senior Union"	means the Central Coast Rugby Union Incorporated under the Act.
"Executive"	Means the office bearers who are defined as in rule 19.
“Financial Club”	means a member club of the Union with no unpaid overdue payments owing to the Union.

(b) In these rules:

- (i) a reference to a function includes a reference to a power, authority and duty
- (ii) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(c) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the act.

2. OBJECTS

The objects of the Union shall be:

- (a) To foster, promote and control Junior Rugby Union Football in its associated activities for junior players throughout New South Wales and elsewhere as approved from time to time by NSWJRU.
- (b) To organise, conduct, manage and control rugby football matches, competitions and associated activities for junior players throughout the unions area; and
- (c) To promote such other objects as may advance or benefit the interest of rugby football in NSW for junior players.

3. AFFILIATIONS

- (a) The union shall affiliate with the SENIOR UNION, NSWJRU, NSWCJRU and the general meeting of the union and shall adopt the laws of the game laid down by the Rugby Australian (RA) subject to permissible variations as provided in the CCJRU competition rules that are consistent with the objectives of the union.

Affiliation is open to all clubs formed to play Junior Rugby Union Football within the Union's area.

- (b) Application for affiliation shall be made in writing together with the prescribe

annual subscription, before the Council Meeting immediately preceding Registration Day.

- (c) At its next meeting after receipt of application, it shall then consider the application and its decision shall be final.
- (d) The Executive may direct anybody applying for affiliation to select some other title than that registered or proposed.
- (e) Each affiliated body shall register with the Union the uniforms to be worn by its representative teams and the Board may refuse to register any uniform considered not sufficiently distinctive.
- (f) Affiliation shall remain current till the end of the financial year of the Union as defined in these rules. Anybody seeking continued affiliation shall be required to make a fresh application annually in the manner prescribed and set out herein.

4. JURISDICTION

The Union shall have jurisdiction over it's Member Clubs and affiliated bodies, whether they are in a paid or unpaid/voluntary capacity, including:

- (a) Participants involved with the Game,
- (b) Individuals sitting on boards, committees and sub-committees;
- (c) Employees and volunteers;
- (d) Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers)
- (e) Coaches and assistant coaches;
- (f) Athletes and players;
- (g) Referees and other officials;
- (h) Members, including life members;
- (i) Member Unions;
- (j) Affiliated Unions and associated organisations;
- (k) Rugby Bodies;
- (l) Any other person or organisation that is a member of or affiliated to any Rugby Body; and
- (m) Parents, guardians, spectators and sponsors to the full extent that is possible.

This Constitution will continue to apply to a person even after they have stopped their association or employment with the Game if disciplinary action has commenced.

PART II

MEMBERSHIP

5. MEMBERSHIP QUALIFICATIONS

- (a) A club is qualified to be a Member of the Union if, but only if:-
 - (i) The club is of a class referred to in section 15 (a), (b) or (c) of the Act and has not ceased to be a Member of the Union at any time after incorporation of the Union under the Act: or
 - (ii) The Club is one formed within the area of the Union as defined from time

to time by the Senior Union and/or the Country Rugby Union of New South Wales and /or The NSW Junior Rugby Union, and has been approved for Membership of the Union by the Council, and maintains a team or teams participating in a competition conducted by the Union.

- (b) An individual is qualified to be a Member of the Union if that person is an existing life Member of the unincorporated body or is a person upon whom life Membership is conferred under these rules.
- (c) An individual is qualified to be a Member of the union and shall be deemed to be a Member of the Union if.
 - (i) The individual is a Member of a Member Club or body or affiliated body which has demonstrated to the satisfaction of the Union and the individual Members of that club, body or affiliated body have agreed to be bound and acknowledge that they are to be bound by these rules and by-laws.
 - (ii) An individual, not being a Member of a Member Club or a body of affiliated body, nor a life Member of the Union, 'who has:
 - (1) Been approved for Membership of the Union by the executive.
 - (2) Paid the appropriate fee of subscription as prescribed annually by the Union.
 - (3) Is entered on the register of Members maintained pursuant to these rules.

6. CESSATION OF MEMBERSHIP

A Member ceases to be a Member of the Union if the Member:-

- (a) resigns that Membership; or
- (b) is expelled from the Union;
- (c) is a Member club or affiliated body which ceases to be a Member.
- (d) fails to pay Membership annual subscription fee on or before the due date.

7. MEMBERSHIP ENTITLEMENTS

A right, privilege or obligation which a Member has by reason of being a Member of the Union:-

- (a) is not capable of being transferred or transmitted to another club or affiliated body; and
- (b) terminates upon cessation of the Member's Membership.

8. RESIGNATION OF MEMBERSHIP

- (a) A Member club of the Union or individual Member of the union is not entitled to resign that Membership except in accordance with this rule.
- (b) Member of the Union who has paid all amounts payable by the Member to the Union in respect of the Member's Membership may resign from Membership of the Union by first giving notice (being not less than one month or not less than such other period as the Executive may determine) in writing to the secretary of the Member's intention to resign and upon the expiration of the period of notice, the Member ceases to be a Member.

- (c) Where a Member club ceases to be a Member pursuant to Rule 6 and in every other case where a Member ceases to hold Membership, the secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

9. REGISTER OF MEMBERS

- (a) The Secretary shall establish and maintain a register of all Members of the Union specifying where appropriate, the name and address of each Office Bearer of each club or affiliated body which is a Member of the Union together with the date on which the club or affiliated body became a Member.
- (b) The Register of Members shall be kept at the office of the Union and shall be open for inspection, free of charge, by a Member of the Union at any reasonable hour.
- (c) Each Member shall inform the Secretary within 28 days of any changes to the name and/or address or any office bearer of the Club or affiliated body.

10. FEES AND SUBSCRIPTION

- (a) A Member of the Union shall, upon admission to Membership, pay the Union a fee as determined by the Union at an Annual General Meeting..
- (b) In addition to any amount payable by the Member under Clause (a) of this rule, a Member of the Union shall pay to the Union an annual Membership fee as determined by the Union at an Annual General Meeting, that amount -
 - (1) except as provide by paragraph (b), before 1st April in each calendar year or at a time determined by the Executive: or
 - (2) where the Member becomes a Member on or after 1st April in any calendar year - upon becoming a Member and before 1st April in each succeeding calendar year.
- (c) A member shall pay to the union such affiliation fees, levies and changes as the executive shall determine from time to time.
- (d) The Executive may exempt any Member from payment of annual Membership fees.

11. MEMBER'S LIABILITIES

The liability of a Member of the Union to contribute towards the payment of the debts and liabilities of the Union or the cost, charges and expenses of the winding up of the Union is limited to the amount, if any unpaid monies by the Member in respect of Membership of the Union as required in clause 10.

12. DISCIPLINING OF MEMBERS

- (a) Where the Executive are of the opinion that a Member of the Union:
 - (i) Has persistently refused or neglected to comply with a provision or provisions of these rules or
 - (ii) Has acted in a manner prejudicial to the interests of the Union.

The Executive may, by resolution:-

- (1) Expel the Member from the Union or
- (2) Suspend the Member from Membership of the Union for a specified period.
- (3) Apply such penalty or sanction as it deems fit.

- (b) Where the Executive passes a resolution under clause 12(a), the secretary shall, as soon as practicable, cause a notice in writing to be served on the Member-
 - (1) Setting out the resolution of the Executive and the grounds on which it is based.
 - (2) Stating that the Member may address the Executive at a meeting to be held not earlier than 14 days and not later than 28 days after the service of the notice.
 - (3) Stating the date, place and time of that meeting: and
 - (4) Informing the Member that the Member may do either or both of the following -
 - (i) Attend and speak at that meeting;
 - (ii) Submit to the Executive, at or prior to the date of that meeting, written representations relating to the resolution.
- (c) At a meeting of the Executive Members held as referred to in clause (b) the Executive shall
 - (1) Give to the Member an opportunity to make oral representations.
 - (2) Give due consideration to any written representations submitted to the Executive by the Member at or prior to the meeting: and
 - (3) By resolution determine whether to confirm or to revoke the resolution.
- (d) Where the Executive confirms a resolution under clause (c), the secretary shall, within 7 days after that confirmation by notice in writing inform the Member of the fact and of the Member's right of appeal under rule 14.
- (e) A resolution confirmed by the Executive under clause (c) of this rule does not take effect
 - (1) Until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period, or
 - (2) Where, within that period the Member exercises the right of appeal, unless and until the Executive confirms the resolution pursuant to clause 14 (d).

13. PREJUDICIAL CONDUCT

- (a) Any player, official or individual Member or Member club, office bearer of the Union or Executive Member infringing any rule or by-law of the Union or laws of the game or guilty of conduct which the Executive in their absolute discretion, considers to be prejudicial to the game of rugby union be referred by the secretary to a judiciary committee to be dealt with in accordance to these rules and by-laws.
- (b) In the event of any discrepancy between these rules and by-laws the rules and by-laws of the Senior Union, provisions of these rules and by-laws shall prevail.

14. RIGHT OF APPEAL OF DISCIPLINED MEMBERS:

- (b) A Member may appeal to the Union in special general meeting, against a resolution of the Executive which is confirmed under rule 12 (c), within 7 days after notice of the resolution is served on the Member, by lodging with the

- secretary, a notice to that effect.
- (b) Upon receipt of a notice from a Member under Clause (a) of this rule, the secretary shall notify the Executive which shall convene a special general meeting that is to be held not earlier than 21 days after the date on which the secretary has notice of the special meeting.
 - (c) At a special general meeting of the Council convened under clause (b) of this rule
 - (1) no business other than the question of the appeal shall be transacted)
 - (2) the Executive and the Member shall be given the opportunity to state their respective cases orally or in writing, or both: and
 - (3) the Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
 - (d) If at the special general meeting the Council passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
 - (e) The provisions of this rule do not apply to matters dealt with in accordance Rule 42.

15. RESOLUTION OF INTERNAL DISPUTES

- (a) Disputes between Members in their capacity as Members of the Member Clubs or affiliated bodies and between Members and the union shall be referred by the Secretary to a qualified or trained mediator appointed by the parties failing agreement thereto the dispute shall be referred to a mediator appointed by the Union's solicitor (or a solicitor nominated by the union) for the purpose of alternative dispute resolution.
- (b) Costs of the alternative dispute resolution must be borne in accordance with the determination of the mediator.
- (c) In the event that both parties to the dispute do not wish to refer the matter to a qualified or trained mediator then the Union will convene a disputes committee to hear and mediate the dispute.
- (d) The disputes committee will be a panel comprising of three independent persons being:
 - (1) a person appointed by the Member being a Member of the Member Club or affiliated body:
 - (2) a person appointed by the Union who is a Member of the Union
 - (3) a person agreed to by both the Union and the Member and in default of agreement there to such person should be the Union's solicitor or a solicitor appointed by the Union.
- (e) The Disputes Committee must advise the parties to the dispute, in writing, of its decision within 30 days of receiving, notice of the dispute and the decision of the committee shall be final and binding upon the parties.

16. PATRONS AND LIFE MEMBERS

- (a) The Union may invite any person to accept the title of Patron of the Union subject to ratification of such invitation and acceptance by a majority of the Members present and voting at an Annual General Meeting of the Union and further the Union may there after confer on such person the title of patron.
- (b) The appointment of the patron shall be for a term of twelve calendar months commencing, on the date of the meeting on which the position of patron was conferred unless the patron is removed in accordance with the provisions of these rules.
- (c) The Union may at any Annual General Meeting by Special Resolution and providing such special resolution is passed by 75% of the Members present and voting confer on any person, subject to his or her consent being had and obtained, the title of Life Member for meritorious service rendered to the Union or to the Unincorporated Body and upon such appointment his or her name shall be entered

- in the Register of Members.
- (d) For the nomination of Life Membership, three (3) months notice must be given in writing. Such nomination must be approved by a Life Membership Review Committee, consisting of two (2) Members of the Executive, two (2) non-Executive Council Members and one (1) Life Member. This committee shall be formed by the Executive as and when the need arises and report back to the Executive.
 - (e) All voting for Life Membership shall be by ballot if more than the required number is standing.
 - (f) The life Members of the Union shall be provided with a badge which shall admit them free of charge to all matches controlled by the Union.
 - (g) A patron or Life Member shall be permitted to attend any Executive or General Meeting or Special General Meeting of the Union and address such meeting, join in discussion
 - (h) The provisions of Rules 6, 7, 12, 13, 14 and 15 of this Part shall apply to Life Members. A Life Member shall not be required to pay the amount payable under Rule 10 of this Part.

PART III

THE COMMITTEE AND COUNCIL

17. POWERS OF COMMITTEE

The Committee as referred to in the Act shall be called the Executive Committee of Management subject to the Act, regulation and these rules and to any resolution passes by the Union in general move, the Executive Committee–

- (1) Shall control and manage the affairs of the Union in accordance with the powers conferred by these rules and the by laws hereunder.
- (2) May exercise all such functions as may be exercised by the Union other than those functions that are required by these rules to be exercised by a general meeting of Members of the Union, and 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 Union.
- (3) Shall have power to admit or exclude strangers at its meetings.
- (4) May appoint sub-committees as required from time to time by the Committee.
- (5) May enter into any agreement or contract that it deems fit and to secure the fulfillment of any contracts or engagements entered into by the Union by mortgaging or charging all or any of the property of the Union as may be thought fit by the Council.
- (6) May cite any player or official or member of the union, for any breach of these rules or any by- law of the union against whom or which a complaint of misconduct or behavior detrimental to the welfare of the Union shall have been made in writing to the Secretary to appear before the judiciary committee.
- (7) To repay actual out-of-pocket expenses properly incurred by any Member of the Council or other office bearer, and
- (8) To make amend and repeal By Laws for the regulation and affairs of the association and the Council provided that the promulgation, amend or repeal of any by-law shall not be repugnant to, or inconsistent with anything contained in these rules, the Act or any resolution of the association passed in general meeting and for the time being in force.

18. CONSTITUTION OF THE COUNCIL

- (a) Subject in the case of the first Members of the Executive to section 21 of the Act, the Council shall consist of:
 - (i) the office bearers excepting the Patron
 - (ii) two delegates from each Member Club duly nominated in accordance with these rules
 - (iii) the Office Bearers/Executive Members elected by the members
 - (iv) the appointees as appointed by the executive from time to time
- (b) Each Member of the Council, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election.
- (c) In the event of a casual vacancy occurring in the Membership of the Committee of Management, the Executive may appoint any person to fill the vacancy and the Member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the dates of the appointment.
- (d) There is no maximum number of consecutive terms for which a OfficeBearers/Executive Members or Council Member may hold a position with the Union.

19. OFFICE BEARERS

The Office Bearers or Executive Members of the Union, excepting the Patron, shall be elected annually by the Annual General Meeting and shall be:

- (a) The President
- (b) The Vice President Administration
- (c) The Vice President Development
- (d) The Secretary
- (e) The Treasurer
- (f) The Registrar
- (g) The Representative Development Officer
- (h) The Competition Secretary

20. ELECTION OF OFFICE BEARERS/DIRECTORS

- (a) Nominations for all office bearers shall be in writing, signed by the Proposer, the Secunder and nominee and shall be submitted to the Union Office at least 7 days before the time fixed for the Annual General Meeting. All parties, that is, the Nominee, Proposer and Secunder must be a "Member"
- (b) If the number of nominations exceeds the number of vacancies to be filled for any position of office bearers/executive members to be elected a secret ballot is to be held. The method of deciding the ballot shall be by a count of the largest number of votes in favour of any candidates and in no case shall a system of preferential voting be considered in determining the results of such ballot
- (c) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

- (d) If the number of nominations received exceeds the number of vacancies to be filled, for a Nominee to assume a position, he or she must be voted into that position by secret ballot. However, if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (e) Two members not nominated for office or directorship, shall act as Scrutineers, count the votes, and bring the result to the chairperson. At the conclusion of all ballots the votes cast will be destroyed.
- (f) Where no nominations for an office bearer/directors have been received, or all written nomination received have been defeated by secret ballot then nominations for the position vacant will be called for from the floor of the Meeting. See (c)
- (g) The newly elected office bearers/directors shall take office immediately upon closure of the meeting at which they are elected.
- (h) Any position not filled at the AGM are deemed casual vacancies.

21. CASUAL VACANCIES

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment
- (2) For the purpose of these rules a casual vacancy in the office bearers/directors of the Union occurs if the occupant –
 - i) Dies
 - ii) ceases to be a member of the association, or
 - iii) Is or becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - iv) Resigns office by notice in writing given to the Secretary or
 - v) Is removed from office under Rule 26 or
 - vi) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health or
 - vii) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - viii) Is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth or
 - ix) Is absent without the leave of the Executive from three (3) consecutive meeting

22. DUTIES OF THE PRESIDENT

The President's position shall in general consist of but not be limited to the following:

- (a) The President shall preside at all meetings of the Executive and at all meetings which his attendance may be required and he shall see that the business is conducted in a proper manner and according to the "rules of debate."
- (b) The President may, at his discretion and shall, at the requisition in writing and signed by thirty percent (30%) of the Council, call special meetings of the Union.
- (c) In all matters the President shall have a deliberative vote and in the event of an equality of votes he shall also have a casting vote.

23. DUTIES OF THE SECRETARY

The Secretary's position shall in general consist of but not be limited to the following:

- (a) The secretary shall be the executive officer of the Union. He/She shall carry on business of the Union and shall report at each meeting any extraordinary action he/she may have taken.
- (b) The Secretary may have an assistant to record minutes at each meeting and to assist generally when required.
- (c) The Secretary shall direct matters of correspondence to the appropriate member of the committee and shall keep record of all correspondence sent from the committee.
- (d) As soon as practicable after being appointed lodge notice with the members of the association of his/her contact details.
- (e) Maintain a register of contact information of members.
- (f) Notify members of meetings and business arising from time to time.
- (g) The Secretary shall be the Public officer of the Association, unless the Executive appoints some other member.
- (h) Prepare annual report.
- (i) Maintain the Website – ccjru.com.au
- (j) Administer all CCJRU Documents on Google Drive.

24. DUTIES OF THE TREASURER

The Treasurer's position shall in general consist of but not be limited to the following:

- (a) The Treasurer shall attend all meetings of the Board and shall keep a correct account of all monies belonging to the Union.
- (b) The Treasurer shall balance the books to the annual audit or whenever required to do so by the committee.
- (c) The Treasurer shall prepare and submit to the Auditor (s) a statement and balance sheet for presentation at the Annual Meeting of the Union, and finish interim or periodical statements to the Committee whenever required to do so.
- (d) The Treasurer shall in conjunction with the President or Vice President sign all cheques and takes receipt of all payments made to the Union or as delegated by the President.
- (e) Authorise electronic Payments approved by the Committee

25. DUTIES OF REGISTRAR

The Registrar's position shall in general consist of but not be limited to the following:

- (a) The Registrar shall manage and control the registration of players from Member clubs and affiliated clubs up to such times during the football season as the Executive shall direct.
- (b) The Registrar shall submit a report to each Meeting.
- (c) Shall submit an annual report.

26. REMOVAL OF MEMBER

- (a) The Union in special general meeting convened for the purpose may by resolution remove any Member of the Committee the Patron or any Member of any sub committee from office before the expiration of the Member's term of office and may by resolution appoint another person to hold the office until the expiration of the term of office of the Member so removed.
- (b) Where a Member of the Committee to whom a proposed resolution referred to in clause (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Union, the Secretary or the President, may send a copy of the representations to each Member of the Union or if they are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

PART IV**MEETINGS****27. MEETINGS AND QUORUM**

- (a) The Council shall meet at least every second calendar month at such place and time that the Office Bearers/Executive Members may determine.
- (b) Additional meetings of the Office Bearers/Executive Members may be convened by the President or any Member of the Executive.
- (c) Oral, electronic (email, text or social media) or written notice of a meeting shall be given by the Secretary to each Member of the Executive at least 48 hours (or such other period as may be unanimously agreed upon by Members of the Executive) before the time appointed for the holding of the meeting.
- (d) Notice of a meeting given under clause (c) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business that the committee Members present at the meeting unanimously agree to treat as urgent business
- (e) Fifty percent of Executive/Directors, and representation by fifty percent of clubs constitutes a quorum for a Council meeting, Special General meeting and Annual General meeting.
- (f) Fifty percent of the Executive constitutes an Executive meeting.
- (g) No business shall be transacted by the Executive unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and the same hour of the same day

- of the following week.
- (h) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
 - (i) At a meeting of the Executive.
 - (1) In the Presidents absence, the Vice President shall preside: or
 - (2) If the President and the Vice President are absent or unwilling to act as such, one of the remaining Members of the committee, as may be chosen by the Members present at the meeting shall preside
 - (j) Use of technology at committee meetings
 - (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
 - (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

28.

29. STANDING ORDERS FOR CONDUCT OF MEETINGS

So as to maintain good order and to facilitate the business of the meetings, the following, Rules shall be observed:

- i) A person entitled to vote at a Meeting who gives a notice of motion shall read it aloud, having given a copy to the Secretary, at least seven (7) days before the meeting at which it is intended such motion shall be moved.
- ii) No motion entered on the notice paper shall be proceeded with unless the person who has given such notice or some person authorised by him is present when the business is called in order. Notices not so proceeded with shall be struck out.
- iii) Any motion not seconded shall not be further debated but shall lapse.
- iv) As soon as a debate on a question is concluded, the Chairman shall put the question to the Meeting in a distinct and audible manner.
- v) The question being put shall be resolved in the affirmative or negative on the voices; but if so required by two Members, the question shall be decided on a division.
- vi) A motion, having been proposed, may be amended by leaving out, substituting or adding words, and such amendments shall be resolved by a majority of votes.
- vii) When an amendment is declared carried, it shall take the place of the original motion, when a further amendment can be proposed until the question is finally decided.
- viii) Unless a motion be carried to the contrary, reports and correspondence shall be taken as "received" immediately upon being read.

30. SUSPENSION OF STANDING ORDERS

It shall be lawful to suspend standing orders at any meeting by the agreement of a majority of Members present.

31. ORDER OF DEBATE

- (a) Any Council Member desiring to propose a motion or amendment or to discuss any matter under consideration must address the President. No Member may speak to any motion after the same has been put by the President and has been voted upon. When two (2) or more Members seek to speak, the President shall call upon the Member who, in his opinion, first sought to speak. In the discussion, no Member shall be allowed to speak more than once (excepting strictly in explanation), except the mover of the original motion, who shall have the right of reply.
- (b) A Member, when speaking, must confine his remarks to the subject under debate and avoid personalities. He shall not use any discourteous language or reflect on any Member whilst in debate. Any Member feeling dissatisfaction with the decision on any point of order may appeal to the Members present provided the appeal is seconded. In cases of appeal from the ruling of the President a temporary President shall be appointed and the question shall be as follows: "Shall the decision of the President stand as the judgement of the meeting?" and the question shall be decided without debate.
- (c) If, after two (2) speakers have spoken successively on the same side of the question, no speaker follows on the other side, the President shall submit the motion or amendment to the meeting after affording the mover the right of reply.
- (d) No motion that "The question be now put" shall be entertained at any meeting.

32. RESCINDING A PREVIOUS RESOLUTION OR RULING

Any resolution passed at the meeting of the Council or any ruling given by the Chairman and accepted by the majority of the voting Members of the Council shall not be rescinded or varied except by resolution carried by 75% majority of the Members present at the meeting and entitled to vote at such meeting.

33. REMOVAL OF A COMMITTEE MEMBER, PATRON, MEMBER OF THE JUDICIARY COMMITTEE, SELECTION COMMITTEE OR ANY OTHER SUB-COMMITTEE

- (a) The Union in Special General Meeting convened for the purpose may by resolution remove from office any Member of the Committee, The Patron, any Member of the Selection Committee or any sub-committee before the expiration of the Member's term of office.
- (b) Where a Member of the Committee, The Patron, any Member of the Selection Committee or any sub-committee to whom a proposed resolution referred to in Clause (a) of this rule relates makes representation in writing to the President or Vice Presidents and requests that the representations be notified to Members of the Union, the President or Vice Presidents shall as soon as possible and not less than seven (7) days prior to the holding of the Special General Meeting send a copy of the representations to each Member of the Union.

34. ANNUAL GENERAL MEETINGS

- (a) With the exception of the first Annual General Meeting of the Union, the Union shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Union, convene an Annual General Meeting of its Members.
- (b) The Union shall hold its first Annual Meeting -

- (1) within the period of eighteen (18) months after its incorporation and under the Act
- (2) within the period of two (2) months after the expiration of the first financial year of the Union
- (c) Clauses (a) and (b) of this rule, have effect subject to any extension or permission granted by the Commission under Section 25 (3) of the Act.
- (d)
 - (1) The Annual General Meeting shall be held not later than the third week in December and at least twenty-one (21) days written notice of such meeting shall be given by the Secretary to those Clubs and individuals who are Members of the Union, Executive Members, Secretaries of Member Clubs, Referees' Association, affiliated bodies and Life Members of the Union and posted on the Unions social media and websites. Notice given to the Secretary of a Member club is deemed to be notice to all Members of that club. The notice shall state the place and time of the meeting and list the business to be conducted.
 - 2) The ordinary business to be transacted at an Annual General Meeting shall be:
Apologies, Minutes of the previous Annual Meeting, consideration of the Annual Report and Balance Sheet, duly audited. To elect Officers of the Committee for the ensuing year, to appoint Honorary Auditor for ensuing year, select a Selection Committee.
To adopt Notices of Motion, determine the club annual Membership and affiliation fees as per Rule 10, Honorariums.
 - 3) Notice of any general business for consideration at any Annual General Meeting shall be given in writing to the Secretary at least twenty-eight (28) days prior to day of such meeting.
 - 4) To make amendments to the Constitution of the Union.
 - 5)
 - (a) In any election required at the Annual General Meeting, voting shall be by ballot paper. Any ballot paper, which contains more or less than the required number of names crossed out, shall be declared informal by the Scrutineers.
 - (b) Scrutineers shall be selected at the Annual General Meeting from those present and preferably from persons having no voting rights at the meeting.
 - (c) All ballot papers shall be destroyed at the end of the meeting.

35. SPECIAL GENERAL MEETINGS

- (a)
 - (1) The secretary, at the discretion of the Executive, will convene a Special General Meeting of the Union. 21 Days written notice of such meeting will be given to the Officers of the Union and Executive Members, secretaries of Member Clubs, Referees' Association, affiliated bodies and Life Members of the Union and posted on the Unions social media and website.
 - 2) The notice shall state the place and time of the meeting and the business to be conducted.
 - (3) The only business to be conducted at the Special General Meeting will be that business as set out in the meeting notice.
- (b) The Secretary shall, on the requisition in writing of not less than thirty (30) percent of the total number of the Council, convene a Special General Meeting of the Union.
- (c) A requisition for a Special General Meeting
 - i) shall state the purpose or purposes of the meeting;
 - ii) shall be signed by the Members making the requisition;
 - iii) shall be lodged with the Secretary, and

- iv) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- (d). If the Secretary fails to convene a Special General Meeting to be held within one month after the date on which a requisition of Members for a meeting is lodged with the Secretary, anyone or more of the Members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- (e). A Special General Meeting convened by a Member or Members as referred to in Clause (c) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Secretary.

36. GENERAL MEETINGS

- (a) The Secretary may, whenever he thinks fit, convene a General Meeting of the Union provided that he call a meeting at least every second calendar month.

37. VOTING RIGHTS

- (a) The meetings of the Union shall be the Annual General Meeting, General Meetings, Special General Meetings and Executive Meetings.
- (b) Votes at an Annual General Meeting, Council Meeting, Special General Meeting or General Meeting shall be as follows –
 - 1. Executive Members/Directors 1 vote each
 - 2. Member Clubs 1 vote each per delegate
(maximum 2 delegates per club)
 - 3. The Referees' Association 1 vote
 - 4. Affiliated Bodies 1 vote (each body)
 - 5. Life Member/s 1 vote (each)
- (c) The right of the Club to vote at a General Meeting of the Union shall not be capable of exercise by that club if that club is not a financial club of the Union, that is, having any monies owing to the Union as at the time of the holding of the General Meeting.

38. PROCEDURE

- (a) No item of business shall be transacted at a General Meeting unless a quorum of Members entitled to vote under these Rules is present during the time the meeting is considering that item.
- (b) Quorum - refer to clause 27 items e, f and g.
- (c) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting which is convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present, being not less than 3, shall constitute a quorum.

39. PRESIDING MEMBER

- . The President or, in the President's absence, a person nominated by the Executive, shall preside as chairperson at each General Meeting of the Union.

40. ADJOURNMENT

- (a) The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a General Meeting is adjourned for fourteen (14) days or more, the secretary shall give written or oral notice of the adjourned meeting to each Member of the Union stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in Clauses (a) and (b) of this rule, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

41. MAKING OF DECISION

- (a) A resolution arising at a General Meeting of the Union shall be determined on a show of hands and, unless before or on the declaration or the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Union, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) The provisions of Rule 36 of these Rules shall apply to any General Meeting.
- (c) At a General Meeting of the Union, a poll may be demanded of the chairperson by not less than three (3) Members present in person at the meeting.
- (d) Where a poll is demanded at a General Meeting, the poll shall be taken -
 - (1) immediately in the case of a poll which relates to the question of an adjournment; or
 - (2) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

42. VOTING PROCEDURE

- (a) Upon any question arising at any General Meeting of the Union voting rights shall be in accordance with Rule 36 (b) & (c)
- (b) Voting rights can be exercised when submitted in writing on the approved proxy form to the Secretary to be tabled at the meeting.
- (c) In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is not entitled to vote at any General Meeting, Annual General Meeting or Special General Meeting of the Union unless all money due and payable by the Member to the Union has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- (e) On any question arising at any Annual General Meeting or Special General Meeting of the Union, voting rights shall be in accordance with Rule 36 (b) & (c).
- (f) If it is deemed that a person elected to the position of office bearer has a financial or business interest, which may influence his/her actions or decisions whilst serving on the committee, then the individual may be requested to abstain from taking part, or may have minimal input, in any decision making which may lead to financial or business gain for that individual or business group.

PART V

SUB – COMMITTEES

43. DELEGATION BY EXECUTIVE TO SUB-COMMITTEE

- (a) The Executive may, by instrument in writing, delegate to one or more sub-committees the exercise of such of the functions of the Executive as are specified in the instrument, other than
 - (1) This power of delegation, and
 - (2) A function which is a duty imposed on the Executive by the Act or by any other law.
- (b) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains un-revoked, be exercised from time-to-time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this section may be made subject to such, conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Notwithstanding any delegation under this Rule, the Executive may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Executive.
- (f) The Executive may, by instrument in writing, revoke wholly or in part any delegation under this Rule
- (g) A sub-committee may meet and adjourn as it thinks proper.
- (h) Notwithstanding anything to the contrary contained in these Rules, any person feeling aggrieved by any decision of any sub-committee of the Union may appeal in writing to the Secretary requesting that the matter be referred to the Executive. The appeal shall state the name and address of the applicant, the name of the sub-committee having heard and determined the matter, the date on which it was so heard and determined, the finding of the sub-committee and the grounds upon which he feels aggrieved by the decision.
- (i) An appeal shall be invalid unless lodged within seven (7) days from the date of the decision or receipt of the report by the Executive, whichever last occurred in writing, with the Secretary, and accompanied by a deposit of two hundred dollars (\$200) and this amount shall be refunded only in the case of the appeal being upheld or a previously imposed penalty being reduced.
- (j) All evidence in relation to the appeal, shall be made available by that Sub-Committee. A Member of that Sub-Committee shall be invited to be in attendance at the hearing of the appeal.
- (k) The Executive's decision shall be final and to that extent the provisions of Rule 14 shall not apply.

44. VOTING AND DECISIONS

- (a) Questions arising at a meeting of the Executive or of any sub-committee appointed by the Executive shall be determined by a majority of the votes of Members of the Board or sub-committee present at the meeting
- (b) Each Member present at a meeting of the Executive or of any sub-committee appointed by the Executive (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the

person presiding may exercise a second or casting vote.

- (c) Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive or by a sub-committee appointed by the Executive, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Executive or sub-committees.

45. COMMITTEES AND HONORARY OFFICERS TO BE APPOINTED

- (a) The Executive may at any time appoint sub-committee/s as the Executive may deem fit.
- (c) The Executive shall decide the Membership and functions of such committees
- (d) The Executive may appoint Honouree officers as it deems fit.

46. JUDICIARY COMMITTEE

- (1) The Judiciary Committee shall consist of six (6) members, none of who can be active players or active Referees. Three (3) members of the Judiciary Committee shall constitute a quorum.
- (2) The Judiciary Committee shall deal with all admission and complaints of misconduct of players, officials and individual members of member clubs or affiliated bodies and any disciplinary matter arising out of any match within the jurisdiction of the Union or CCJRU.
- (3) The Judiciary Committee shall have jurisdiction to hear and determine all disciplinary matter arising out of:
 - (a) Any ordering off from the playing enclosure;
 - (b) Citing complaints (Made pursuant to Rule 17);
 - (c) Breaches of the Union's Code of Conduct;
 - (d) Any other matters that the Secretary considers appropriate in all the circumstances.
- (4) The Judiciary Committee shall meet as directed by the Secretary or at such times as the Judiciary Committee deems necessary throughout the season to hear cases. Any player who is ordered off the field must attend the next meeting of the Judiciary Committee. Such player must check with the Union on the first business day following the match in which he/she was ordered off, for the time and place of the hearing.

NOTE: The attention of Club Secretaries is drawn to this Rule as failure to attend the next meeting of the Judiciary Committee results in automatic suspension of the player until his/her case is dealt with at a subsequent meeting. It is the responsibility of the player and his/her club Secretary to ascertain when the next meeting will be held.

- (5) In the event of there being special circumstances subsequent or prior to the normal meeting of the Judiciary Committee, the Secretary may convene a Special Meeting.
- (6) The Judiciary Committee shall have power to regulate its own procedures depending upon the circumstances of each case.
- (7) In dealing with any matter arising under Clause (3), the Judiciary Committee shall have power to, but not limited to:
 - (a) Suspend a player, official or individual member or club from participating in or attending any match, within the jurisdiction of the Union for such period as the Judiciary Committee deems fit; or
 - (b) Take no action in respect of the incident; or
 - (c) Defer the commencement of suspension for such period as the Judiciary Committee deems fit; or
 - (d) Impose a penalty as prescribed in the By-Laws.
- (8) No proceeding heard by the Judiciary Committee shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicalities provided there has been no miscarriage of justice.
- (9) Burden of Proof
 - (a) In any case where the Judiciary Committee is required to consider an incident of foul play or alleged foul play it may decide to impose a penalty or take no further action.
 - (b) In any case where the Judiciary Committee is required to consider an ordering off, the Judiciary Committee may review the Referee's decision and the circumstances surrounding it. In any such case, the Judiciary Committee shall not make a finding contrary to the Referee's decision unless it is comfortably satisfied on the evidence that the Referee's reasons for his decision are wrong.
 - (c) In any case where the Judiciary Committee is required to consider a citing complaint in relation to an incident where the Referee has made a decision on the field of play in relation to the incident, the Judiciary Committee may review the Referee's reasons for the decision and the circumstances surrounding it. In any such case the Judiciary Committee shall not make a finding contrary to the Referee's decision unless it is comfortably satisfied on the evidence that the Referee's reason for the decision are wrong.
 - (d) In any case where the Judiciary Committee is required to consider an incident not the subject of a determination on the field of play by a Referee, it shall not impose any penalty unless it is comfortably satisfied that the allegation is proved.
- (10) On a person being cited pursuant to Rule 13 hereof, the Secretary shall cause to be served upon such person a Notice advising as to the reason that person has been referred to the Judiciary Committee pursuant to Rule 13 hereof and advise that person of the time, date and place of the meeting of the Judiciary Committee at

which such person is required to attend and in whose absence or presence the matters referred to in the Notice shall be the subject of discussion and a decision of the Judiciary Committee.

- (11) The Judiciary Committee may require a player who is ordered off the playing enclosure or a person cited pursuant to Rule 13 to appear in person before the Judiciary Committee. A player or cited person who is required to attend a hearing by a Judicial Committee shall be entitled to be represented at the hearing by an official of his/her club and/or a legally qualified practitioner at the discretion of the Judiciary Committee.
- (12) Should a player or cited person be unable to attend the Judiciary Committee hearing, the case may be heard in their absence, if the Judiciary Committee so desires, and the player/person may be represented by an official of their club and/or a legally qualified practitioner at the discretion of the Judiciary Committee.
- (13) The Judiciary Committee does not review the decision of the Referee and decide whether it was correct or not. The Referee is the sole judge of fact and law on the playing enclosure during the game.
The task of the Judiciary Committee is to consider the circumstances surrounding the incident for which a player is sent off or complaint referred to and impose such penalty as it believes is necessary in the circumstances.
- (14) Referees MUST, prior to 5.00 pm on the Sunday following the day of the match, report in writing to the Chairman of the Judiciary Committee on a Central Coast Rugby Union Send Off Report Form, any player or players ordered off the field of play for any reason or any misconduct.
- (15) Any player ordered off the field shall be suspended from playing until his case has been heard by the Judiciary Committee and any member Club playing a person so disqualified shall lose the match in which that player took part. (By-Law 15)
- (16) The Referee is not required to attend any hearing of the Judiciary Committee or Appeals Committee but may appear if he or she so desires.
- (17) Notwithstanding anything to the contrary contained in these Rules, any person feeling aggrieved by any decision of the Judiciary Committee may appeal in writing to the Secretary requesting that the matter be referred to the Appeals Committee. The appeal shall state the name and address of the applicant, the date on which it was so heard and determined by the Judiciary Committee, the finding of the Judiciary Committee and the grounds upon which he feels aggrieved by the decision.
- (18) An appeal, which shall be in writing and addressed to the Secretary, shall be invalid unless lodged within seven (7) days from the date of the decision and shall include the reason for the appeal, and the evidence to be submitted and relied upon in the appeal.
- (19) All appeals lodged pursuant to these rules shall be accompanied by a deposit of \$200 and this amount shall be refunded only in the case of the appeal being upheld or a previously imposed sentence reduced.
- (20) All evidence in relation to the appeal shall be made available by the Judiciary Committee to the Appeals Committee. A member of the Judiciary Committee shall be invited to attend the hearing of the appeal.
- (21) The use of video equipment as evidence is allowed but the video tape remains the property of the CCRU until all avenues of appeal are finalised or have expired.

47. JUDICIARY PROCEDURES

- (1) The Judiciary Committee shall have the powers to regulate its own procedures depending upon the circumstances of each case.
- (2) The Board may produce guidelines to assist the Judiciary Committee.
- (3) Within 24 hours of the completion of the Judiciary Committee meeting, the Chairperson will supply a report of the findings of the Judiciary Committee to the Secretary and such report should include the following details:
 - (a) Date of hearing
 - (b) Judiciary personnel who heard the case
 - (c) Name of person sent off or cited
 - (d) Club
 - (e) Game
 - (f) Venue and date of incident
 - (g) Person(s) accompanying accused
 - (h) Others persons in attendance
 - (i) Charge
 - (j) Person who reported or cited accused
 - (k) Verdict
 - (l) Sentence
 - (m) Matter taken into account in reaching decision
 - (n) Any notes relevant to hearing
- (4) The Secretary shall forward within 24 hours of the receipt of the Judiciary Committee's report, a copy to the Secretary of the player's club.

48. APPEALS COMMITTEE

- (1) An Appeals Committee will deal with all appeals from the decisions of the Judiciary Committee.
- (2) The Appeals Committee shall decide whether the decision of the Judiciary Committee shall be confirmed, revoked or varied.
- (3) The Appeals Committee shall have the power to regulate its own procedures depending upon the circumstances. No proceedings heard by an Appeals Committee shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicalities provided there has been no miscarriage of justice.
- (4) In the event any decision of the Judiciary Committee is revoked or varied by the Appeals Committee, the Appeals Committee may impose such penalty as it believes is necessary in all of the circumstances and may exercise such of the powers as are conferred upon the Judiciary Committee by Rule 46 as may be necessary or appropriate for the exercise of the powers and duties imposed upon the Appeals Committee.

- (5) The Appeals Committee will consist of persons invited to participate by the Board. Where possible, some of the Appeal Committee members shall have legal expertise.
- (6) The Appeals Committee is to consist of persons none of whom can be active players and who are independent of all the parties concerned with the appeal - i.e. clubs, Referees, judiciary member, Secretary and the like.
- (7) A quorum for a meeting of the Appeals Committee shall be not less than three (3) members.
- (8) The Appeals Committee shall meet at such time and place as shall be directed by the Secretary.
- (9) The Secretary, upon receipt of an appeal, shall notify as soon as possible, in writing, the Judiciary Chairman, that an appeal has been lodged.
- (10) The Secretary shall notify the Judiciary Chairman and the appellant's club, in writing and with at least 48 hours notice of the time, date and venue of the appeal.
- (11) A player or cited person who is required to attend a hearing by the Appeals Committee shall be entitled to be represented at the hearing by an official of his/her club and/or a legally qualified practitioner at the discretion of the Appeals Committee.
- (12) On completion of the Appeal Committee meeting, the Chairperson will, within 24 hours, supply a report of the findings of the Appeal to the Secretary and such report should include the following details:
 - (a) Date of hearing
 - (b) Appeal personnel who heard the case
 - (c) Name of person sent off or cited
 - (d) Club
 - (e) Game
 - (f) Venue and date of incident
 - (g) Person accompanying accused
 - (h) Others persons in attendance including any Judiciary Committee representative
 - (i) Charge
 - (j) Person who reported or cited accused
 - (k) Verdict
 - (l) Sentence
 - (m) Matter taken into account in reaching decision
 - (n) Any notes relevant to hearing
- (13) Notwithstanding anything to the contrary contained in these Rules, any person feeling aggrieved by any decision of the Appeals Committee may appeal in writing to the Executive Officer of Country Rugby Union requesting that the matter be referred to the Country Rugby Union Judiciary Committee.
- (14) The appeal to Country Rugby Union shall state the name and address of the applicant, the date on which the matter was so heard and determined by the

Appeals Committee, the finding of the Judiciary and Appeals Committees and the grounds upon which they feel aggrieved by the decision together with any fee required and within any time period so imposed by the Country Rugby Union.

PART VI

MISCELLANEOUS

49. INSURANCE

- (a) The union shall effect and maintain the following insurances.
 - (i) Public Liability Insurance
 - (ii) Directors and officers liability insurance
- (b) In addition to the insurance required under Clause (a), the Union may effect and maintain other insurance.

50. ASSOCIATION IS NON-PROFIT

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

51. FUNDS SOURCE

- (a) The funds of the Union shall be derived from entrance fees and annual subscriptions of Members, donations and subject to any resolution passed by the Executive such other sources as the Executive determines.
- (b) All money received by the Union shall be deposited as soon as practicable and without deduction to the credit of the account of the Union with any financial institution approved by the Executive.
- (c) The Union shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- (d) Monies Collected from spectators -All monies collected by gatekeepers employed by the Union, shall be the property of the Union.
- (e) Gate monies collected are to be passed to the Union within fourteen days. All other monies are to be paid within twenty-eight days of the Secretary notifying the Club of a payment due to the Union. If the payment due is not received in the specified time, then that Member Club shall be deemed to be un-financial. If a Member club is un-financial, it shall not be allowed to participate in any fixture under the control of the Union including trial games, competition matches, nor shall the offending Club be permitted to attend and vote at any General Meeting of the Union.
- (f) The executive has the right to exempt the club from payment of any monies otherwise due to the Union or to defer the payment of same for such period as the Executive shall deem fit.

52. FUNDS MANAGEMENT

- (a) Subject to any resolution passed by the Executive, the funds of the Union shall be used in pursuance of the objects of the Union in such manner as the Executive determines.
- (b) All cheques, bills of exchange, promissory notes and other negotiable instruments and electronic transfers shall be signed by two (2) Members of the Executives, one of which must be the Treasurer or President.
- (c) All monies received for or on behalf of the Union, shall be held in the name of the Union by the President, Secretary and Treasurer and paid to the credit of the Union into such financial institutions as the Executive shall from time to time direct and all monies paid by or on behalf of the Union, shall be paid by cheque drawn against the funds of the Union on such financial institutions and shall be signed by two (2) members of the Executive as stated in 48(b).
- (d) Endorsement of cheques, drafts, bills, notes and other instruments payable to or to the order of the Union and lodged for credit or their bank accounts may be made by two members of the executive as stated in 48(b).
- (e) The Executive may at any time and from time to time, create for any special purpose and may subscribe the means by which such funds shall be maintained and at any time thereafter, may order that such special funds be closed and prescribed the manner in which all monies remaining therein shall be used or applied.
- (f) The Financial Year of the Union shall end on the thirtieth (30th) day of September in each and every year and a Statement of Income and Expenditure and a Balance Sheet shall be made up to that date in each year and such accounts duly reported on by the Auditor(s) shall be laid before the Members of the Union at its next Annual General Meeting.
- (g) Registered Auditor(s) who shall not be office bearers of the Union, shall be appointed annually by the Executive.
- (h) The assets and income of the Union shall be applied solely in furtherance of the above mentioned objectives and no portion shall be distributed directly or indirectly to the Members of the organisation except as "bona-fide" compensation for services and / reimbursement for out of pocket expenses occurred in carrying out judiciary or voluntary services on behalf of the Union.

53. CHALLENGE TO RIGHT TO VOTE

The rights of delegates or representatives to vote at any General Meeting or meeting of Union, may be challenged on grounds that the body concerned has not paid its annual subscription or other monies due unless exempted by the Executive Committee for payment thereof and his vote shall be disallowed if the Chairman is satisfied that the body concerned is in default. A body shall be deemed to be in default if its subscription or other monies due remain unpaid twenty eight (28) days after subs become due. The due date for payment shall be the date as shown on any statement or account presented to the Club or other body.

54. C.C.J.RU REPRESENTATIVE UNIFORMS

The colours of the Union shall be red, yellow and black.

55. COMMON SEAL

- (a) The common seal of the Union shall be kept in the custody of the Public Officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal shall be attested by the signatures either of two (2) Members of the Executive or of one (1) Member of the Executive and/or the Public Officer or Secretary.

56. CUSTODY OF BOOKS, etc.

Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control, all records, books and other documents relating to the Union.

57. INSPECTION OF BOOKS, etc.

The records, books and other documents of the Union shall be open to inspection, free of charge, by a Member of the Union at any reasonable hour.

58. SERVICE OF NOTICE

- (a) For the purpose of these rules, a notice may be served by, or on behalf of the Union, upon any Member either personally, or by sending it by registered mail, or email, or facsimile to the Member, using the Member's contact details recorded in the register of Members.
- (b) Proof of transmission / submission of said document as mentioned in 52a must be retained by sender.

59. DISSOLUTION OF THE UNION

The Union shall deemed to have been dissolved if and when a resolution in favour of dissolution shall be carried by a three-fourths majority or the whole of the Union at the Special General Meeting of the Union specially called for the purpose of considering such dissolution.

60. DISTRIBUTION OF PROPERTY ON WINDING UP OF ASSOCIATION.

- (a) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (b) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

61. SURPLUS PROPERTY

- (a) At the first General Meeting of the Union, the Union shall pass a special resolution nominating the Central Coast Junior Rugby Union Incorporated as the Association in which it is to vest its surplus property pursuant to section 53 (2) of the Act in the event of the winding up or the cancellation of the Incorporation of the Union.
- (b) The Incorporated Association so nominated shall be one which fulfils the requirements specified in Section 53 (2) (a) (c) of the Act.
- (c) In event that the Association nominated in pursuance of clause (a) hereof has been wound up or is no longer incorporated at the date of winding up or cancellation of incorporation of the Union surplus property of the Union shall, subject to any trust affecting that property or any part of it be applied and paid by the book executive pursuant to a special resolution to an incorporated association which fulfils the requirements of section 53 (2) the Act and is exempt from income tax under Section 23 of the Income tax assessment Act.

62. SPECIAL RESOLUTIONS

- (a) A special resolution must be passed by a special General Meeting or Annual General Meeting of the Union to effect the following:
 - (1) A change in the Union's name
 - (2) A change of the Union's rules
 - (3) A change of the Union's objects
 - (4) An amalgamation with another incorporated Association
 - (5) The voluntary wind up the Union and to distribute its property
 - (6) To apply for registration as a company or co-operative.
- (b) Not less than twenty one days notice of the meeting (the notice specifying the intention to propose the resolution at the meeting as a special resolution and not being a resolution limited to the matters referred to in sub paragraph (a) hereof) must be given to persons entitled to vote at the meeting, unless the majority of Members having the right to attend and vote representing at least ninety five percent of those entitled to vote agree that the resolution be proposed and passed as a special resolution at a meeting of which less than twenty one days notice has been given.
- (c) Any special resolution must be passed by majority of not less than seventy five percent (75%) of the Members so entitled to vote in person.

63. PUBLIC OFFICER

- (a) The executive shall ensure that a person is appointed as Public Officer.
- (b) The first Public Officer shall be the person who completed the application for incorporation of the Union.
- (c) The Executive may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.
- (d) The Public Officer shall be deemed to have vacated his position in the following circumstances:
 - (1) Death
 - (2) Resignation
 - (3) Removal by the Executive or at a General Meeting
 - (4) Bankruptcy or financial insolvency
 - (5) Mental illness
 - (6) Residency outside New South Wales.
- (e) When a vacancy occurs in the position of Public Officer, the Executive shall within fourteen (14) days notify the relevant statutory body by the prescribed form and appoint a new Public Officer.
- (f) The Public Officer is required to notify the relevant statutory body by the prescribed form in the following circumstances;
 - (1) A change of residential address (within 14 days)
 - (2) A change in the Union's objects or rules (within one month)
 - (3) A change in the Membership of the Executive (within 14 days)
 - (4) Of the Union's financial affairs (within one month after the Annual General Meeting)
 - (5) A change in the Union's name (within one month)
- (g) The Public Officer may be an office bearer, Executive Member, or any other person regarded as suitable for the position by the Executive.