

**BLACKTOWN
RUGBY UNION
FOOTBALL CLUB
CONSTITUTION**

as accepted at the Special General Meeting held at Sportsmans Hotel on 18 November 2010.

- 1. RECITALS**
- 2. OBJECTIVES**
- 3. MEMBERSHIP**
- 4. CESSATION OF MEMBERSHIP**
- 5 REGISTER OF MEMBERS**
- 6. LIFE MEMBERSHIP**
- 7. MANAGEMENT OF BRUFC**
- 8. COMMITTEE MEETINGS**
- 9. ANNUAL GENERAL MEETING**
- 10. SPECIAL GENERAL MEETING**
- 11. EXTRAORDINARY GENERAL MEETINGS**
- 12. ELIGIBILITY TO VOTE AT THE AGM, SGM, OR EXTRAORDINARY GENERAL MEETING**
- 13. FEES, SUBSCRIPTIONS AND FINES**
- 14. MEMBER LIABILITIES**
- 15. FINANCIAL AND REGULATORY ISSUES**
- 16. AMENDMENT OR RECISSION OF CONSTITUTION**
- 17. EXPULSION, SUSPENSION OR DISCIPLINING OF MEMBERS**

1. RECITALS

- 1.1 The name of the association shall be BLACKTOWN RUGBY UNION FOOTBALL CLUB hereinafter called BRUFC.
- 1.2 The BRUFC colours shall black, white and orange.
- 1.3 DEFINITIONS
- 1.3.1 In these rules:
Association means BRUFC
BRUFC means Blacktown Rugby Union Football Club
Financially indebted means any sum outstanding to BRUFC which has remained unpaid for thirty days after the date of which such payment was due
The Act means the Associations Incorporations Act, 1984
Executive Committee means the Executive Committee elected at the BRUFC Annual General Meeting
Management Committee means a committee duly elected or appointed
AGM means the BRUFC Annual General Meeting, as defined in the constitution
SGM means a BRUFC Special General Meeting, as defined in the constitution
Member means financial members and Honorary Life Members as defined in the constitution
EGM means the BRUFC Extraordinary General Meeting, as defined in the constitution
Honorary Life Members means a person
In Writing means hard copy or electronic media
- 1.3.2 The provisions of the Interpretations Act, 1987, as amended, 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. OBJECTIVES

The objectives of BRUFC are:

- 2.1 To foster, advance and promote the game of Rugby Union Football.
- 2.2 To establish teams to compete in the game of Rugby Union Football.
- 2.3 To maintain a liaison with the Administrators of the New South Wales Suburban Rugby Union and / or any other relevant governing body.
- 2.4 To establish rules, regulations and directions to govern games / teams administered by BRUFC and the conduct of players, officials and members of BRUFC and affiliated clubs.
- 2.5 The provision of social amenities and activities of BRUFC members, their families and friends.

3. MEMBERSHIP

Members shall consist of: -

- 3.1 Full financial members by payment of a fee set at the AGM or alternatively as set by the Executive Committee.
- 3.2 Life Members appointed as such consistent with Clause 6.
- 3.3 All persons elected at the Annual General Meeting to the Executive Committee and / or Management Committee.
- 3.4 All persons appointed by the Executive Committee.

Notwithstanding the above, the following will apply to all memberships

- 3.5 All members are to be approved by the Executive Committee.
- 3.6 The Executive Committee reserves the right to refuse any nomination for membership of BRUFC.
- 3.7 All decisions of the Executive Committee are final.
- 3.8 All members agree to be bound by the BRUFC Constitution and Code of Conduct.

4. CESSATION OF MEMBERSHIP

A member ceases to be a member of BRUFC if: -

- 4.1 Being a natural person, he / she dies; or resigns membership; or becomes financially indebted; or is suspended from the club (but only for the period of the suspension); or is expelled from the club.

5 REGISTER OF MEMBERS

- 5.1 The Secretary or Registrar of BRUFC shall establish and maintain a register of members of BRUFC specifying the name and address and contact details of each person with a date on which the person became a member and the date they ceased to be a member.
- 5.2 The register of members' names shall be open for inspection by any member of BRUFC at such reasonable time as agreed with the Secretary.
- 5.3 The contact details of members shall remain committee-in-confidence.

6. LIFE MEMBERSHIP

Any member who has exhibited outstanding and / or extraordinary service to BRUFC for a period of fifteen years or more may be eligible for Life Membership. Service may be as follows: -

- 6.1 As a player who has also exhibited outstanding service to the club off the field: or
- 6.2 As an administrator; or
- 6.3 In any capacity deemed appropriate by the Executive Committee.

Note: Years in which non-payment or partial payment of fees occurred, are not to be used when calculating 15 years or more of service.

Other considerations regarding Life Membership are: -

- 6.4 Only one person per year may be awarded a Life Membership.
- 6.5 The Executive Committee shall consider all eligible nominees for life membership prior to the Presentation Night at which time the successful Life Membership, if deemed appropriate, shall be announced.
- 6.6 Following consideration of all nominees in a given year the Executive Committee may decide not to appoint a Life Membership in that particular year.
- 6.7 Nominations for Life Membership must be in writing and be nominated by at least seven members of BRUFC

7. MANAGEMENT OF BRUFC

7.1 Executive Committee

The management of affairs of BRUFC shall be vested exclusively in an Executive Committee elected by the members at the AGM. The Executive Committee shall consist of the following: -

- Honorary President
- Senior Vice President
- Honorary Secretary
- Honorary Treasurer
- Honorary Registrar
- Junior Vice President (playing member preferred, Players Representative)
- Five Executive Members

7.2 Management Committee

Specific aspects of the affairs of BRUFC shall be managed by a Management Committee consisting of the Executive Committee and the following Vice President appointees: -

- Club Coach
- Rugby Manager
- Public Relations and Marketing
- Social Club
- Tours
- Junior's and Schools Liaison
- Grounds
- Equipment Officer
- Parks Committee

- 7.3 Election of Members of Committees
- 7.3.1 The filling of the positions on the Executive and Management Committees shall be by way of election at the AGM, except for the Club Coach, who is to be appointed by the Executive Committee at the next Executive Committee Meeting after the AGM.
- 7.3.2 The results of such elections shall be determined by a majority by a show of hands or by a secret ballot, if required. The use of a secret ballot will be determined by a majority at the AGM.
- 7.3.3 Nominations for positions on the Executive and Management Committees are to be lodged in writing with the Honorary Secretary prior to the AGM commencing.
- 7.4 Filling of Vacant Executive and Management Committee Positions
- 7.4.1 If after the elections at the AGM there are vacant positions on the Executive and / or Management Committee the Executive Committee may appoint any member or appropriately qualified or experienced person to fill the vacant positions(s).
- 7.4.2 If a position becomes vacant for any reason during the year following the AGM the Executive Committee may appoint any member or nominated person to the relevant committee.
- 7.5 Representatives to NSW Suburban Rugby Union
- 7.5.1 The Executive Committee will elect representatives to the NSW Suburban Rugby Union and any other governing body, as required.

8. COMMITTEE MEETINGS

- 8.1 Committee meetings will be convened by the Honorary Secretary.
- 8.2 Meetings will be held monthly or at intervals as determined by a majority of the Executive Committee, with a minimum of ten per year.
- 8.3 All members may attend the Committee meeting.
- 8.4 A quorum at an Executive or Management Committee meeting shall be a minimum of five members. If a quorum is not reached the meeting shall not proceed.
- 8.5 Voting on any motion at an Executive or Management Committee meeting shall be determined by a majority of a show of hands or by a secret ballot, if required. The use of a secret ballot will be determined by a majority of members at the meeting. In the event of a tied vote, the Honorary President shall have the casting vote. Proxy votes are not permitted at Committee meetings.
- 8.6 The procedures at Committee Meetings shall be as follows: -
 - Apologies.
 - Reading and confirmation of Minutes of the previous meeting.
 - Business arising from previous Minutes.
 - Correspondence.
 - Business arising from correspondence.
 - Treasurer's report and financial statements.
 - Registrars report.
 - Sub-committee reports.
 - General Business.
 - Date, time and venue of next meeting.

9. ANNUAL GENERAL MEETING

- 9.1 The AGM shall be held within 15 days of the end of the BRUFC end of financial year, each year on a date determined by the Executive Committee.
- 9.2 The Honorary Secretary will notify all members, in writing, of the date of the AGM at least fourteen days prior to the date of such meeting.
- 9.3 The quorum at an AGM shall be a minimum of twenty-three members.
- 9.4 Voting on any motion at the AGM shall be determined by a majority of a show of hands or by a secret ballot, if required. The use of a secret ballot will be determined by a majority of members at the AGM. In the event of a tied vote, the Honorary President shall have a casting vote.
- 9.5 The procedure at the AGM shall be as follows: -
 - (a) Apologies
 - (b) Reading and confirmation of the Minutes of the previous years AGM.
 - (c) Reading and confirmation of the Minutes of previous SGMs or EGMs.
 - (d) Business arising from Minutes.
 - (e) Receiving of Annual reports.
 - (f) Business arising from Annual reports.
 - (g) Acceptance of Reports.

- (h) Receiving of Treasurer's statement.
- (i) Business arising from Treasurer's statement.
- (j) Acceptance of Treasurer's statement.
- (k) Receiving of Auditors report.
- (l) Motions of which due notice has been given.
- (m) Honorarium.
- (n) Election of Returning Officer.
- (o) Resignation of current Committee.
- (p) Election of officers for forthcoming year.
- (q) Election of Auditor.
- (r) Setting of Membership fee and Annual Social Membership fee.
- (s) General Business.
- (t) Acceptance of Coaching nominations.

NB: Position of Club Coach shall be determined by the Executive Committee within fourteen days of the first AGM. The Club Coach will then have a vote on all other coaching and team management decisions for the following season. The Honorary Secretary shall confirm the final positions in writing to the Executive Committee and the successful Coaches as soon as practicable.

10. SPECIAL GENERAL MEETING

- 10.1 A request to call a Special General Meeting must be signed by at least five members of BRUFC.
- 10.2 The request must state the business to be considered.
- 10.3 A SGM shall be convened by the Honorary Secretary within thirty days of receipt of an meeting requested in accordance with 10.1 and 10.2.
- 10.4 The Honorary Secretary shall advise all members in writing of the date of the meeting and the business to be considered at least fourteen days prior to the meeting.
- 10.5 The quorum at the SGM shall be twenty-three members.
- 10.6 Voting at an SGM shall be determined by a two thirds (2/3) majority.

11. EXTRAORDINARY GENERAL MEETINGS

- 11.1 The Executive Committee shall determine if and when an Extraordinary General Meeting is to be convened and the nature of the business to be considered.
- 11.2 At least fourteen days prior to any given Extraordinary General Meeting the Honorary Secretary shall advise all members in writing of the time, date, venue and business to be considered at the Extraordinary General Meeting.
- 11.3 The quorum at an Extraordinary General Meeting shall be twenty-three.
- 11.4 Voting shall be by a simple majority.

12. ELIGIBILITY TO VOTE AT THE AGM, SGM, OR EGM

- 12.1 Only the following will be eligible to vote at the AGM, SGM or EGM: -
 - (a) Members; and
 - (b) The Honorary President shall have a casting vote.
- 12.2 A member may vote by proxy at the above meetings provided that the Honorary Secretary receives the vote in writing prior to the commencement of said meeting.
 - 12.2.1 The Honorary Secretary shall advise the meeting of any proxy votes.
 - 12.2.2 The proxy votes shall be open for inspection.

13. FEES, SUBSCRIPTIONS AND FINES

Registration fees, membership fees, playing and / or Insurance fees and fines payable by members to BRUFC, including the amount, time and manner of payment thereof, shall be determined by the Executive Committee.

14. MEMBER LIABILITIES

The liability of a member of BRUFC to contribute towards the payment of debts and liabilities of BRUFC or the costs, charges and expenses of the winding up of BRUFC is limited to the amount, if any, unpaid by the member in respect of membership of BRUFC as required by rule 13.

15. FINANCIAL AND REGULATORY ISSUES

- 15.1 The Financial year shall be from 1 November to 31 October each year.
- 15.2 The funds of the association are to be derived from, but not limited to, the following: -
- (a) from the payment of membership fees by members; and
 - (b) from fundraising events sanctioned by the Executive committee; and
 - (c) from sponsorship; and
 - (d) by the sale of goods.
- 15.3 Any funds raised by the association are to be used for the sole purpose of financing the said association. No member of the association shall obtain any financial benefit from the association funds.
- 15.4 No member of the association or any other person may draw a cheque against the said association or spend or commit any form of money on behalf of BRUFC without the permission of the Executive Committee. All cheques shall require two signatures.
- 15.5 Minor amounts may be spent on behalf of the Club if two of the following Committee Members agree: - Honorary President, Senior Vice President, Honorary Secretary or Honorary Treasurer. The minor amount is to be set each year by the Executive Committee.
- 15.6 Any securities are to be placed in the custody of the association's bank.
- 15.7 Auditing of the associations funds will occur at the discretion of the AGM and, if required, as per the instructions of an appropriate regulatory authority.
- 15.8 The custody of membership books and financial records shall be the responsibility of the Honorary Secretary and / or the Honorary Treasurer.
- 15.9 Any Member of the association has the right to inspect books and documents of the association within twenty-one days following a written request consistent with clause 5.

16. AMENDMENT OR RESCISSION OF CONSTITUTION

- 16.1 Any amendment, rescission or addition to the Constitution of the association may only be made at a Special General Meeting, Extraordinary General Meeting or Annual General Meeting.
- 16.2 Within thirty days of receipt of any proposal as indicated in 16.1 above, the Honorary Secretary shall convene a meeting.
- 16.3 At least fourteen days prior to the meeting the Honorary Secretary shall advise members in writing of the meeting and the proposal.
- 16.4 Any proposal to amend the Constitution must be supported by a two-thirds (2/3) majority of members at the meeting.

17. EXPULSION, SUSPENSION OR DISCIPLINING OF MEMBERS

- 17.1 Following appropriate investigation, consistent with procedural fairness, the Executive Committee or the Disciplinary Committee may, by a majority vote, expel, suspend or discipline any member who by deed, or word, commits misconduct that is deemed detrimental to rugby, BRUFC or BRUFC members.
- 17.2 The Club Coach may impose sanctions such as ineligibility to play or the dropping of players to lower grades if, in their opinion, a player demonstrates poor on-field discipline.
- 17.3 The Disciplinary Committee shall comprise the following:
- (a) Honorary Secretary
 - (b) Senior Vice President
 - (c) Club Coach
 - (d) Rugby Manager
 - (e) a General Committee member to be selected for each meeting
- 17.4 A Disciplinary Committee Meeting shall be called to decide any matters that the member is accused of, and the member shall be invited to attend. At least four members of the Disciplinary Committee must attend meetings of the Disciplinary Committee.

- 17.5 A Disciplinary Committee Meeting shall be conducted whenever:
- (a) a player receives a Red Card,
 - (b) a player receives a Yellow Card for dissent or referee abuse, or
 - (c) a member is the subject of a written complaint.
- 17.6 The Junior Vice-President shall attend Disciplinary Committee Meetings as the Players' Representative, if a player is the subject of such a meeting. A player may choose to be represented by an alternative member of Blacktown RUFC instead of the Junior Vice-President.
- 17.7 The member may bring an observer or witnesses to any meeting convened to address any alleged misconduct.
- 17.8 Players who are subject to the decision of a Disciplinary Committee may appeal the Disciplinary Committee's decision by submitting a written request for an Appeal to the Honorary Secretary within three days of the Disciplinary Committee meeting.
- 17.9 The Appeals Committee will comprise the Honorary President and four Executive Committee members who were not present at the original Disciplinary Committee meeting. Members of the original Disciplinary Committee meeting may be invited as witnesses to attend the Appeals Committee meeting.
- 17.10 The decision of the Appeals Committee shall be final in any deliberations concerning the alleged misconduct.