

**CONSTITUTION OF
KINCUMBER JUNIOR
RUGBY LEAGUE
FOOTBALL CLUB**

RULES OF KINCUMBER JUNIOR RUGBY LEAGUE
FOOTBALL CLUB INC.

PART I - OBJECTS OF THE CLUB

1. (1) The Club is established for the purpose of:
 - (a) Encouraging the game of rugby league on a school and junior level within the district of the Club;
 - (b) Organising, controlling and governing games of rugby league football in which teams representing the Club participate;
 - (c) Teaching and coaching players the fundamentals and skills of the game of rugby league football so that they may be able to play the game with goodwill and good sportsmanship.

PART II- PRELIMINARY

INTERPRETATION

2. (1) In these rules, except in so far as the context or subject-matter otherwise indicates or requires
 - "ordinary member" means a member of the committee who is not an office-bearer of the Club, as referred to in rule 16(2);
 - "secretary" means
 - (a) the person holding office under these rules as secretary of the Club; or
 - (b) where no such person holds that office - the public officer of the Club;
 - "general meeting" means a general meeting of the Club other than the annual general meeting;
 - "the Act" means the Associations --Incorporation Act, 1984;
 - "the Regulation" means the Associations Incorporation Regulation, 1985.
- (2) In these rules -
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) 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.

PART III - CLUB COLOURS AND PLAYING DRESS

3. (1) The colours of the Club will be red and white.
- (2) All members participating in games on behalf of the Club will dress in proper attire. All boots, shirts, shorts, socks and jumpers worn by players representing the Club will be in Club colours.
- (3) The design of emblems and badges permitted to be fixed to a player's dress will be as determined by the committee.

PART IV - MEMBERSHIP

MEMBERSHIP QUALIFICATIONS

4. A person is qualified to be a member of the Club if, but only if
 - (a) the person is a person referred to in section 15 (1) (a) , (b) or (c) of the Act and has not ceased to be a member of the Club at any time after incorporation of the Club under the Act; or
 - (b) the person is a natural person who -
 - (i) has been nominated for membership of the Club as provided by rule 5; and
 - (ii) has been approved for membership of the Club by the committee of the Club.

NOMINATION FOR MEMBERSHIP

5. (1) A nomination of a person for membership of the Club -
 - (a) shall be made by a member of the Club in writing in the form set out in Appendix 1 to these rules;
 - and
 - (b) shall be lodged with the secretary of the Club with the nominated entrance fee and annual subscription.

(2) A nomination of a parent/family of a registered player for membership of the Club will be made upon payment of the players registration fee and subject to Rule 5 (1) (a). In the case of a family nominating for membership both parents are bound by the rules of the Club but the family is only entitled to one vote. The family members may apply for membership individually as set out in Rule 5 (1).

- (3) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (4) Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination notify in writing the nominee of that approval with a copy of the approval to the Treasurer and Public Officer.

- (5) The Treasurer shall, on endorsement by the committee enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Club. Upon this endorsement the Public Officer to be notified of the new member.
- (6) If the nominee is unsuccessful the treasurer shall return the entrance fee and annual subscription monies to the unsuccessful nominee.

CESSATION OF MEMBERSHIP

6. A person ceases to be a member of the Club if the person -
- (a) dies;
 - (b) resigns that membership;
 - (c) is expelled from the Club; or
 - (d) fails to pay any membership entrance fee or annual membership fee within six months of the renewal date.
 - (e) is deemed by the general committee that the persons membership should not be renewed as that person has willfully acted in a manner prejudicial to the interests of the club.
 - (f) any member and seconder that moves a motion of no confidence against the executive or management committee and is defeated by 2/3 of the vote, has their membership cancelled automatically.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

7. A right, privilege or obligation which a person has by reason of being a member of the Club -
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

RESIGNATION OF MEMBERSHIP

8. (1) A member of the Club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Club who has paid all amounts payable by the member to the Club in respect of the member's membership may resign from membership of the Club by giving notice in writing, or electronically, to the secretary of the member's intention to resign and, the member ceases to be a member.
- (3) Where a member of the Club ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the Treasurer shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member. The Treasurer shall notify the Public Officer of such.

REGISTER OF MEMBERS

9. (1) The Treasurer of the Club shall establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any member of the Club with reasonable notice.

FEES, SUBSCRIPTIONS, ETC

10. (1) A member of the Club shall, upon admission to membership, pay to the Club a fee as determined by the committee.
- (2) In addition to any amount payable by the member under clause (1), a member of the Club shall pay to the Club an annual membership fee as is determined by the committee -
- (a) except as provided by paragraph (b), before 1st November in each calendar year; or
- (b) where the member becomes a member on or after 1st November in any calendar year - upon becoming a member and before 1st November in each succeeding calendar year. Where a person becomes a member for part only of a Club year (which commences on 1st November) the committee may indicate to that new member that a reduced annual membership fee may be paid.
- (3) The committee may in its discretion waive all or part of any fee payable for admission to the Club or annual membership fee otherwise payable by a member.
- (4) The twelve (12) months commencing on 1st November each year will constitute the Club membership year.

MEMBER'S LIABILITIES

11. The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the cost, 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 by rule 10.

DISCIPLINING OF MEMBERS

12. (1) Where the executive committee is of the opinion that a member of the Club
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
- (b) has persistently and willfully acted in a manner prejudicial to the interests of the Club,

the executive committee may, by resolution

- (c) expel the member from the Club; or
 - (d) suspend the member from membership of the Club for a specified period.
- (2) A resolution of the executive committee under clause (1) is of no effect unless the executive committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the executive committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing, or electronically, to be served on the member
- (a) setting out the resolution of the executive committee and the grounds on which it is based;
 - (b) stating that the member may address the executive committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) 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 committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) At a meeting of the executive committee held as referred to in clause (3), the executive committee shall -
- (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the executive committee by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the executive committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing, or electronically, inform the member of the fact and of the member's right of appeal under rule 13.
- (6) A resolution confirmed by the executive committee under clause (4) does not take effect -
- (a) 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
 - (b) where within that period the member exercises the right of appeal, unless and until the Club confirms the resolution pursuant to rule 13(4).

RIGHT OF APPEAL OF DISCIPLINED MEMBER

13. (1) A member may appeal to the Club in general a meeting against a resolution of the executive committee which is confirmed under rule 12(4), within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the executive committee which shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the Club convened under clause (2),
- (a) no business other than the question of the appeal shall be transacted;
- (b) the executive committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
- (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

LIFE MEMBERSHIP

14. (1) Nominations for Life Membership of the Club must be proposed by a member of the Club and seconded by a member of the Club.
- (2) Any such nominations must be handed to the Secretary before the September meeting of the committee.
- (3) Such nominations must be in writing and must state reasons for the nomination.
- (4) Life Members may be elected in each Club year. A nominee must have served as a member of the committee for a total of at least seven years or completed a total of at least ten years general work for the Club. General work will be defined as follows:
- Being a member of the committee
 - Running the canteen
 - Grounds person
 - Coaching Director
 - Assistant Coaching Director
 - Coach
 - Manager
 - Trainer
 - Publicity Officer
 - First Aid Officer(s)
 - Any support role (whether official or unofficial) to the above positions that the committee deems eligible
 - Any other activities undertaken on behalf of the club that the committee in its absolute discretion deems to be acceptable for the purposes of qualifying

for Life Membership.

In the event of any dispute as to such qualifications the decision of the committee shall be final.

- (5) On receipt of a nomination the committee must decide whether that nomination or nominations should be submitted to the Annual General Meeting of the Club.
- (6) Those nominations for Life Membership so submitted to the Annual General Meeting will be voted upon by all members entitled to vote at an Annual General Meeting of the Club. Such voting shall be by secret ballot.
- (7) For a candidate for election to Life Membership of the Club to be successful he must receive votes in support of his nomination from at least sixty percent (60%) of such members of the Club as, being entitled under these Rules so to do, vote in person or by proxy at an Annual General Meeting of the Club.
- (8) A Life member shall be entitled to all rights and privileges of a member of the Club.

PART V - THE COMMITTEE

POWERS, ETC., OF COMMITTEE

15. The committee shall be called the committee of management of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting
 - (a) shall control and manage the affairs of the Club;
 - (b) 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;
 - (c) has 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
 - (d) has power to make, amend and repeal by-laws for the regulation of the affairs of the Club as it thinks necessary for the proper and effective management of the Club and conduct by the Club of the game of rugby league football - provided that any by-laws made by it shall not be repugnant to or inconsistent with these rules.

CONSTITUTION AND MEMBERSHIP

16. (1) Subject in the case of the first members of the committee to section 21 of the Act, The committee shall consist of
 - (a) the office-bearers of the Club; and
 - (b) 6-12 ordinary members, each of whom shall be elected at the annual general

meeting of the Club pursuant to rule 17.

- (2) The office-bearers of the Club shall be -
 - (a) The president;
 - (b) The vice-president;
 - (c) The treasurer;
 - (d) The secretary;
 - (e) Two registrars;
 - (f) One junior league delegates to the Central Coast Division Rugby League;
 - (g) The coaching director; and
 - (h) The Canteen Co-Ordinator

- (3) Each member of the committee shall, 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.

- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club 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 date of the appointment.

ELECTION OF MEMBERS

17. (1) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the committee -
 - (a) shall be made in writing, signed by 2 members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

- (3) If insufficient further nominations are received any vacant positions remaining on the committee shall be deemed to be casual vacancies.

- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

- (6) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in a secret ballot where the nominees votes will be seen only by one member of the executive committee and the elected nominee announced by that same member .

- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.
- (8) In the case of an equality of votes for the candidates for the election of officers, the names of those candidates securing an equal number of votes shall be placed in a container and the successful candidate chosen by a draw from the container with the name remaining in the container being the successful candidate.

SECRETARY

18. (1) The secretary of the Club shall, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- (2) It is the duty of the secretary to keep minutes of -
- (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

TREASURER

19. (1) It is the duty of the treasurer of the Club to ensure that -
- (a) all money due to the Club is collected and received and that all payments authorised by the Club are made; and
 - (b) correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club.
 - (c) to establish a financial budget and projection for the financial business of the club and to report that projection to a quarterly committee meeting, showing a clear year to date and quarterly profit and loss.

(amended 20/10/14 AGM)

CASUAL VACANCIES

20. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member -
- (a) dies;
 - (b) ceases to be a member of the Club;

- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the secretary;
- (e) is removed from office under rule 21;
- (f) 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
- (g) is absent without the consent of the committee from three successive meetings of the committee.

REMOVAL OF MEMBER

21. (1) The Club in a general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club 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.

MEETINGS AND QUORUM

22. (1) The committee shall meet at least once each calendar month at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral, written or electronic notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) 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 which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any four members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee 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 at the same hour of the same day in the following week.

- (7) 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.
- (8) At a meeting of the committee -
 - (a) the president or, in the president's absence, the vice-president shall preside; or
 - (b) if the president and the vice-president are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 23. (1) The committee may, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than -
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) 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.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) 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 committee.
- (6) The committee may, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

- 24. (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee

appointed by the committee (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.

- (3) Subject to rule 22(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or subcommittee.

BY-LAWS

25. The committee has power to make, amend and repeal by-laws for the regulation of the affairs of the Club as it thinks necessary for the proper and effective management of the Club and conduct by the Club of the game of rugby league football - provided that any by-laws made by it shall not be repugnant to or inconsistent with these rules.

PART VI - GENERAL MEETINGS

ANNUAL GENERAL MEETINGS - HOLDING OF

26. (1) With the exception of the first annual general meeting of the Club, the Club shall, at least once in each calendar year and prior to 31st October, convene an annual general meeting of its members.
- (2) Unless otherwise varied by a special resolution passed at an Annual General Meeting of the Club, the Club shall hold its annual general meeting each year on the first Monday after presentation day.
- (3) Clauses (1) and (2) have effect subject to any extension -or permission granted by the Commission under Section 26(3) of the Act.

ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

27. (1) The annual general meeting of the Club shall, subject to the Act and to rule 26, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be
 - (a) to receive opening remarks from the president;
 - (b) to receive apologies;
 - (c) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

- (d) to receive from the committee reports upon the activities of the Club during the last preceding financial year;
- (e) to elect a Life Member;
- (f) to elect a Patron;
- (g) to elect office-bearers of the Club and ordinary members of the committee;
- (h) to elect an auditor;
- (i) to receive and consider the statement which is required to be submitted to members pursuant to Section 26(6) of the Act.
- (j) to deal with any special resolutions; and
- (k) to elect delegates to any governing body as may be required.

(3) An annual general meeting shall be specified as such in the notice convening it.

GENERAL MEETINGS

28. (a) General meetings will be held the third Tuesday of every second month.
- (b) The Committee or the Executive Committee may convene a General meeting of the Club at any time.
- (c) At least fourteen days notice of such meeting shall be given to each person entitled to attend such meeting specifying the business of the meeting.
- (d) In cases of urgent business the period of notice may be reduced with the consent of two-thirds of the meeting.

SPECIAL GENERAL MEETINGS - CALLING OF

29. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (2) The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of the Club.
- (3) A requisition of members for a special general meeting-
- (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisitions;
 - (c) shall be lodged with the secretary; and

- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (3) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

NOTICE

- 30. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address, or by email to their email address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 27(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

PROCEDURE

- 31. (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if 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.

- (4) 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.

PRESIDING MEMBER

32. (1) The president or, in the president's absence, the vice-president, shall preside as chairperson at each general meeting of the Club.
- (2) If the president and the vice-president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

ADJOURNMENT

33. (1) 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.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written, oral, or electronic notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), 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.

MAKING OF DECISIONS

34. (1) A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on the declaration of 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 Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken -

- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
- (a) 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.

SPECIAL RESOLUTION

35. A resolution of the Club is a special resolution if
- (a) it is passed by a majority which comprises not less than three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Commission.

VOTING

36. (1) Upon any question arising at a general meeting of the Club a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) 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.
- (4) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid, including the amount of the annual subscription payable in respect of the then current year.

APPOINTMENT OF PROXIES

37. (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours, in writing or electronically, before the time of the meeting in respect of which the proxy is appointed.
- (2) Proxy votes may only be used by financial members who have attended three general meetings in the past twelve months prior to the use of the proxy.
- (3) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

PART VII - MISCELLANEOUS

INSURANCE

38. (1) The Club shall effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the Club may effect and maintain other insurance.

FUNDS - SOURCE

39. (1) The funds of the Club shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- (2) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (3) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS - MANAGEMENT

40. (1) Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the Club, being members or employees authorised to do so by the committee.
- (3) All online payments shall be authorised by two notified members of the committee, or employees of the club, being members or employees authorised to do so by the committee.

FINANCIAL YEAR

41. The financial year of the Club shall commence on 1st September of each year.

ALTERATION OF OBJECTS AND RULES

42. The statement of objects and these rules may be altered, rescinded or added to only by special resolution of the Club.

COMMON SEAL

43. (1) The common seal of the Club shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

CUSTODY OF BOOKS, ETC.

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

INSPECTION OF BOOKS, ETC.

45. The records, books and other documents of the Club shall be open to inspection, free of charge, by a member of the Club with reasonable notice.

SERVICE OF NOTICES

46. (1) For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally, sending it by post, or electronically to their email address to the member at the member's address shown in the register of members.
- (2) 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, or when electronically, immediately after the sent item has been removed from the draft folder.

SURPLUS PROPERTY

47. In a winding up of the Club, the surplus property of the Club shall, subject to any trust affecting that property or any part of it, vest in the Central Coast Division Junior Rugby League pursuant to Section 53(2) of the Act.²¹

APPENDIX 1
(Rule 5(1).)
APPLICATION FOR MEMBERSHIP OF CLUB

KINCUMBER JUNIOR RUGBY LEAGUE CLUB INC.
(incorporated under the Associations Incorporation Act, 1984)

I.....
(full name of applicant)

of
(address of applicant)

.....
(occupation of applicant)

do hereby apply to become a member of the above named incorporated Club.
In the event of my admission as a member, I agree to be bound by the rules of the Club for the time being in force.

.....
(Signature of applicant)

Date.....

I
(full name of proposer)

a member of the club nominate the applicant, who is personally known, to me, for membership of the Club.

.....
(Signature of Proposer)

Date

I,
(full name of seconder)

a member of the Club, second the nomination of the applicant, who is personally known to me, for membership of the Club.

.....
(Signature of seconder)

Date.....

APPENDIX 2

KINCUMBER JUNIOR RUGBY LEAGUE CLUB INC.

PROXY FORM

I member number hereby submit as my
Proxy Member number for the
meeting to be held at on

Signed Date