



ROUSE HILL RAMS SPORTS CLUB

CONSTITUTION 2021



Rouse Hill Rams Sports Club Incorporated® By-Laws of the Rouse Hill Rams Sports Club Inc., and individual Sports Divisions of the Rouse Hill Rams Sports Club Inc.

rousehillrams.com.au



UNITING THE COMMUNITY THROUGH SPORT



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PART 1: PRELIMINARY

DEFINITION

1: IN THESE RULES

RHRSC

Means the Rouse Hill Rams Sports Club Inc.

CLUB

Means the Rouse Hill Rams Sports Club Inc.

ASSOCIATION

Means the Rouse Hill Rams Sports Club Inc.

SPORTING DIVISION

Means any sporting sub-committee forming part of the Rouse Hill Rams Sports Club Inc.

ORDINARY MEMBER

Means a member of a Committee who is not an office-bearer of the association.

SECRETARY

- A. Means the person holding office under these rules as Secretary of the division, or
- B. Means if no such person holds that office – the Public Officer of the division.

SPECIAL GENERAL MEETING

Means a General Meeting of the division other than an Annual General Meeting.

2: NAME AND OBJECTS OF THE DIVISION

1. NAME

The name of the Incorporated Association shall be the Rouse Hill Rams Sports Club Incorporated hereinafter as the RHRSC which includes various sporting sub-committees under its banner.

2. OBJECTS

The objects for which the club is established are as follows:

- A. To foster and encourage community participation and promote sport and related social activities.
- B. To encourage and facilitate the development of junior sport in the area.
- C. To make contributions to any insurance fund for the benefit of the members.
- D. To purchase, hire, lease, or otherwise acquire property, leasehold or otherwise, for the purpose of the club in pursuance of the Objects of the Association.
- E. To erect, maintain, improve or alter any building or buildings for the purposes of the club.
- F. To give, sell, exchange, hire, lease or otherwise dispose of the property of the club, or any part or parts thereof.
- G. To invest and deal with any of the moneys of the club, not immediately required upon such securities, and in such manner as may from time to time, be determined.
- H. To make, draw, accept, execute and issue Promissory Notes, Bills of Exchange and/or negotiable instruments.
- I. To borrow or raise or secure the payment of money in pursuance of the Objects of the Association.
- J. To do all such other things incidental or conducive to the attainment of the above objects.



PART 1: PRELIMINARY (CONT')

3: SPECIAL CONDITIONS OF ASSOCIATION

- A. The RHRSC Executive consists of the President, Secretary, Treasurer and two delegates from each sporting division to be known as Ordinary Members. All contractual agreements and leases are to be in the name of the RHRSC.
- B. All contractual agreements and leases are to be in the name of the RHRSC and co-signed by two of the RHRSC Executive one of which must be the Treasurer. All intellectual property including databases remains the property of the RHRSC.
- C. All sports divisions will collect and remit an annually determined administration levy per player to the Rouse Hill Rams Sports (RHRSC). The RHRSC administration levy is payable by any individual sports participant where the name Rouse Hill Rams and / or its logos are used in the conduct of that sport. The RHRSC administration levy will form part of each sports division's registration fee.
- D. The Rouse Hill Rams Sports Club (RHRSC) administration levy for each sports division will be determined at the Annual General Meeting of the Association
- E. All assets obtained by any sporting division remain the property of the RHRSC.
- F. Assets include sporting equipment and any other equipment acquired.
- G. All monies are the property of the RHRSC.
- H. All officials of the association including Coaches and Managers must sign a Child Protection Act form.
- I. All intellectual property including databases from all sports divisions of the RHRSC remain the property of the RHRSC.
- J. No intellectual property can be copied or used outside of the RHRSC without the written permission of the RHRSC Executive.
- K. Failure to comply with this rule may result in the dismissal of that person from the association.
- L. All capital expenditure must be approved by the RHRSC Executive.
- M. Changes to names, logos and sports division's colours must be authorised by the RHRSC Executive.
- N. Motions put forward by sports divisions to change constitutional rules or structures, such as incorporation, must be approved by the RHRSC Executive.
- O. The RHRSC Executive has the power to accept incorporated sports clubs as a sports division of the RHRSC and can accept or suggest modifications to their constitution prior to their affiliation with the RHRSC.
- P. Sponsorship proposals and offers need to be approved by the RHRSC Executive.
- Q. Notification of a General Meeting, Special General Meeting or Annual General Meeting will be made electronically or published on our web-site one month prior to the date it is to be held.
- R. An Office-bearer, delegate or Ordinary Member shall declare his or her interest in any:
- contractual matter,
 - disciplinary matter,
 - financial matter, or
 - any other matter
- in which a conflict of interest arises or may arise, and shall unless otherwise determined by the Executive Committee, absent himself or herself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Office-bearer, delegate or Ordinary Member votes, the vote shall not be counted.
- In the event of any uncertainty as to whether it is necessary for an Office bearer, delegate or Ordinary Member to absent himself or herself from discussions and refrain from voting, the issue should be immediately determined by vote of the Executive Committee, or if this is not possible, the matter shall be adjourned or deferred.
- S. Two Executive members may not be joint signatories if married, in de facto or same sex relationship or immediate family members.



PART 2: MEMBERSHIP

4: MEMBERSHIP QUALIFICATIONS

A. Members are defined as;

- i. Playing members over the age of 18 who are properly registered and financial members of a sports division under the RHRSC and membership fees are up to date with RHRSC.
- ii. Playing members under the age of 18 who are properly registered and financial members of a sports division shall be represented by a parent or guardian of a sports division under the RHRSC and membership fees are up to date with RHRSC.
- iii. Non playing members are persons involved in any of the sports division's activities who have been nominated as a member by any sports Management Committee by way of motion at any Committee or General Meeting.
- iv. Non playing members must pay the membership fee referred to in rule 3 (c).
- v. Honorary Life Membership of the RHRSC may be granted to any member who has rendered outstanding service to the club and has been a member of the club for at least 10 years. The RHRSC club's first season, and thus membership started, in March, 2006.
- vi. The notice of motion for Life Membership must be submitted in writing no later than the monthly meeting preceding the Annual General Meeting, and be recommended by the Executive Committee of the RHRSC.

- vii. All members of the club are entitled to full membership and rights in the club subject to being properly registered and financial after a qualifying period of three months.
 - viii. The RHRSC Executive or any sport Management Committee may accept or reject any application for membership.
 - ix. Cessation of membership
- B. A person ceases to be a member of the association if the person:
- i. Dies, or
 - ii. Resigns membership, or
 - iii. Is expelled from the association, or
 - iv. Fails to pay outstanding fees within 3 months of the due date, or
 - v. Fails to comply with appropriate Child Protection legislation required by each Sports division [AGM 18.11.13].

5: MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a member of the association:

- A. Is not capable of being transferred or transferred to another person, except in the case of a member under the age of 18 years of age, where the membership entitlements are passed on to their parent or guardian.
- B. Terminates on cessation of the person's membership.

6: RESIGNATION OF MEMBERSHIP (COMMITTEE ONLY)

- A. A Committee member of the association is not entitled to resign that membership except in accordance with the following rule:
- B. A Committee member of the association who has paid all amounts payable by the member to the association with respect to membership, may resign his / her membership of the association in writing to the RHRSC Secretary, (email is acceptable).



PART 2: MEMBERSHIP (CONT')

7: REGISTER OF MEMBERS

- A. A register of members shall be kept by the club showing the name, address, commencement date and financial status for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- B. A copy of each sports division membership register must be supplied by each Sports Division Secretary to the Secretary of the Rouse Hill Rams Sports Club, no later than one (1) month after each new season's commencement date. It is the responsibility of each Sports Division Secretary to update the membership register as new members are added.

8: FEES AND SUBSCRIPTIONS (RHRSC)

See revised 3.C and D Special Conditions of the Association.

9: MEMBERS' LIABILITIES

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 4.

10: RESOLUTION PROCESS

Subject to the Rouse Hill Rams Sports Club's Constitution, the parties to a grievance or dispute must:

- A. Meet and discuss the matter in dispute; and
- B. If possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

If the parties are unable to resolve the dispute at such a meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator. The mediator must be – a person chosen by agreement between the parties; or in the absence of agreement, a person appointed by the Club.

A member of the organisation may be appointed as mediator, but the mediator cannot be a party to the dispute. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation. The mediator, in conducting the mediation, must:

- A. Give the parties to the mediation every opportunity to speak and to be heard; and
- B. Allow due consideration by all parties of any written statement submitted by any party; throughout the mediation process.

The mediator must not determine the dispute. The mediation must be confidential and without prejudice and the mediator may require the parties to sign a mediation agreement setting out all parties' agreement to maintaining confidentiality.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise at law or in accordance with the Constitution.

11: DISCIPLINING OF MEMBERS

A complaint may be made to the RHRSC Committee by any person that is a member of the association: where that member;

- A. Has persistently refused or neglected to comply with a provision or provisions of these rules, or
- B. Has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- C. The RHRSC Executive may expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proven.
- D. If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the members right of appeal under rule 12.
- E. The expulsion or suspension does not take effect until the expiration of the period within which the member is entitled to appeal against the motion concerned.
- F. Each Sports division must abide by their own Association's Code of Conduct and act in accordance with grievance procedures and policies determined by that Association [AGM 18.11.13].



PART 2: MEMBERSHIP (CONT')

12: RIGHT OF APPEAL OF DISCIPLINED MEMBER

- A. A member may appeal to the association in General Meeting against a motion of the RHRSC Executive Committee under rule 11, within 7 days after notice of the motion is served on the member, by lodging with the Secretary a notice to that effect.
- B. The notice needs to be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- C. On receipt of a notice from a member under clause (A), the Secretary must notify the Committee which is to convene a General Meeting of the association to be held within 28 days after the date on which the Secretary received the notice.
 - i. No business other than the question of the appeal is to be transacted, and
 - ii. The Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and the member will be allowed to have a witness present.
 - iii. The Committee members present are to vote by secret ballot on the question of whether the motion should be confirmed or revoked.
- D. If at the General Meeting the association passes a motion in favour of the confirmation of the motion, the suspension or expulsion is upheld.



PART 3: THE COMMITTEE

13: POWERS OF THE COMMITTEE

The Committee is to be called the Executive Committee of the association and is to control and manage the affairs of the association, and

- A. Will exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a General Meeting of members of the association, and
- B. 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 association and
- C. Has power to formulate by-laws consistent with the rules of the RHRSC.

14: CONSTITUTION AND MEMBERSHIP

- A. The RHRSC Committee is to consist of:
 - i. The office-bearers of the association, and
 - ii. Ordinary members of the Committee, who will be known as delegates, consisting of two representatives nominated from each sports division, and
 - iii. Delegates will be nominated to represent their sports by their respective sports divisions Management Committees, and
 - iv. Delegates can be represented in their absence by other members (alternate delegates) of that sports division at meetings of the RHRSC and have full voting rights at those meetings which they attend.

- B. The office-bearers of the division are to be:
 - i. The President, and
 - ii. The Treasurer, and
 - iii. The Secretary.
 - i. against the motion concerned.
- C. Each member of the Committee is, subject to these rules, to hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- D. In the event of a casual vacancy occurring in the Office bearers of the Committee, the Executive Committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.
- E. In the event of a casual vacancy occurring in any of the Ordinary members (delegates) the sports division affected will appoint a replacement.
- F. Only members 18 years of age are eligible to nominate for positions and vote.

15: ELECTION OF COMMITTEE MEMBERS (RHRSC)

- A. Nominations of candidates for election as office-bearers of the association,
 - i. Must be made in writing, signed by 2 members of the association and accompanied by the written consent of the

- candidate (which may be endorsed on the form of the nomination), and
 - ii. Must be delivered to the Secretary of the association at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- B. 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.
- C. If insufficient nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
- D. 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. If the number of nominations received for any position exceeds the number of vacancies to be filled, a ballot is to be held.
- F. The ballot for the election of office-bearers of the Committee is to be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- G. Voting is by way of a show of hands unless the meeting requests a secret ballot.



PART 3: THE COMMITTEE (CONT')

16: SECRETARY

- A. It is the duty of the Secretary to keep minutes of:
 - i. All appointments of office-bearers and Ordinary members of the Committee and
 - ii. The names of members of the Committee present at a Committee Meeting or a General Meeting and
 - iii. All proceedings at Committee Meetings and General Meetings.
- B. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17: TREASURER

- A. It is the duty of the Treasurer of the division to ensure:
 - i. That all money due to the division is collected and received and that all payments authorised by the division are made and
 - ii. That correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association and
 - iii. No Sports division Treasurer may simultaneously hold the position of RHRSC Treasurer and Treasurer of any other Sports division.
 - iv. The RHRSC Treasurer cannot simultaneously hold any Sports division Treasurer's position and the position of RHRSC Treasurer.
 - v. The Treasurer of each sports division will be responsible for the reconciliation of his / hers Sporting division's bank account, including a statement of income and expenses at least monthly, and provide a copy of the reconciliation to the RHRSC Treasurer monthly.

18: CASUAL VACANCIES

- A. For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:
 - i. Dies, or
 - ii. Ceases to be a member of the association, or
 - iii. Becomes an insolvent under administration within the meaning of the Corporations Law, or
 - iv. Resigns office by notice in writing given to the Secretary, or
 - v. Is removed from office under rule 20, or
 - vi. Becomes a mentally incapacitated person, or
 - vii. Is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.



PART 3: THE COMMITTEE (CONT')

19: REMOVAL OF MEMBER/RHRSC COMMITTEE

- A. The association in General Meeting may by motion remove any member of the Committee from the office of member before the expiration of the member's term of office and may by motion appoint another person to hold office until the expiration of the term of office of the member so removed.
- B. If a member of the Committee to whom a proposed motion referred to in clause A relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the Secretary or the President may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the motion is considered.

20: MEETINGS AND QUORUM

- A. The Committee shall meet as often as necessary to properly conduct the business of the club at least quarterly at a time and place as the Committee may determine.
- B. Additional meetings of the Committee may be convened by the President or by any member of the Committee.

- C. Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- D. Notice of a meeting given under clause C must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business, which the Committee members present at the meeting agree to treat as urgent business. The chairperson with the concurrence of the meeting may alter the order in which business at any meeting may be taken.
- E. Any one (1) of the office bearers and a minimum of three (3) delegates (ordinary members of the Committee) constitute a quorum for the transaction of the business of a meeting of the Committee [SGM 21.2.10].
- F. No business is to 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 shall be dissolved.
- G. If at a meeting of the Committee:
 - i. The President is absent, the Secretary will preside.
 - ii. If the President and the Secretary are absent or unwilling to act, one of the remaining members of the Committee may be chosen by the members present at the meeting to preside.

21: DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- A. The Committee of the RHRSC, may form one or more sub-Committees consisting of members of the club and delegate specific functions as the sub-Committee of sporting divisions to run the sport.
- B.
 - i. The Committee, may if it so desires dissolve any sub-Committee.
 - ii. Voting and decisions.
- C. Questions arising at a Committee Meeting or at any Sports division appointed by the Committee are to be determined by a majority of the votes of members of the Committee or Sports division present at the meeting.
- D. Each member present at a meeting of the Committee or of any Sports division 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 casting vote.
- E. The Committee may act despite any vacancy on the Committee.



PART 4: GENERAL MEETING

22: ANNUAL GENERAL MEETINGS – HOLDING OF

- A. The RHRSC must at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the club, convene an Annual General Meeting of its members.
- B. Financial Year to be 1st October to 30th September.

23: ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT

- A. The Annual General Meeting of the RHRSC is, subject to rule 24, to be convened on such date and at such place and time as the Committee deems appropriate.
- B. In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - i. To confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting.
 - ii. To receive from the Committee reports on the activities of the association during the last preceding financial year.
 - iii. To elect office-bearers of the association.
 - iv. To receive and consider the statement which

is required to be submitted to members under section 26(6) of the Act.

- v. To determine the annual subscription payable by sporting divisions to the RHRSC.
- C. An Annual General Meeting must be specified as such in the notice convening it.

24: SPECIAL GENERAL MEETINGS – CALLING OF

- A. The Committee may convene a Special General Meeting of the association.
- B. The Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a Special General Meeting of the association.
- C. A requisition of members for a Special General Meeting:
 - i. Must state the purpose or purposes of the meeting.
 - ii. Must be signed by the members making the requisition.
 - iii. Must be lodged with the Secretary of the RHRSC.
 - 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 Committee fails to convene a Special General Meeting to be held within 2 months after that 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.



PART 4: GENERAL MEETING (CONT')

25: NOTICE

- A. Except if the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the General Meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- B. If the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter required under clause A, the intention to propose the motion as a Special Resolution.
- C. No business other than that specified in the notice convening a General Meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under other rules herein.
- D. A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

26: PROCEDURE

- A. No item of business is to 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.
- B. Any 3 members who are office bearers constitute a quorum for the transaction of the business of a General Meeting of the Committee.
- C. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
 - i. If convened on the requisition of members, is to be dissolved, and
 - ii. In any other case, is to stand adjourned to another time as specified by the President or Secretary.
 - iii. If at the adjourned meeting who ever is present shall constitute a quorum.

27: PRESIDING MEMBER

- A. The President or, in the President's absence, the Secretary, is to preside as chairperson at each General Meeting of the association.
- B. If the President and the Secretary are absent or unwilling to act, the members present must elect one of the Committee to preside as chairperson at the meeting.

28: 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- B. If a General Meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the division 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, 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.



PART 4: GENERAL MEETING (CONT')

29: MAKING DECISIONS AND VOTING

- A. Voting at a General Meeting of the division is to be determined by a show of hands unless a poll and/or secret ballot is demanded by the chairperson or by a member present in person at the meeting. Decisions shall be made by simple majority vote, except those matters that must be made by Special Resolution.
- B. If a poll and or secret ballot is demanded at a General Meeting, the poll and/or secret ballot must be taken;
 - i. 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
 - ii. In any other case, in such manner and at such time before the close of the meeting as the chairperson directs, or
 - iii. The result of the poll on the matter is taken to be the resolution of the meeting on that matter.
- C. On any question or decision arising at a General Meeting of the association a member has one vote only.

- D. All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- E. 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 casting vote.
- F. A member or proxy is not entitled to vote at any General Meeting of the association unless all money due and payable by the member or proxy to the association has been paid.

30: APPOINTMENT OF PROXIES

- A. Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- B. A proxy vote can only be accepted made by a financial member of the association who has been a member for three months.
- C. The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

31: SPECIAL RESOLUTION

A resolution of the division is a Special Resolution:

- A. If it is passed by a majority which comprises at least two-thirds of such members of the division as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these rules.



PART 5: MISCELLANEOUS

32: INSURANCE

- A. The association must effect and maintain insurance under applicable acts of Parliament.
- B. In addition to the insurance required under clause A, the division may effect and maintain other insurance.

33: FUNDS - SOURCE

- A. The funds of the division are to be derived from entrance fees and annual levies of members, donations, sponsorships, canteen and, subject to any motion passed by the division in General Meeting, such other sources as the Executive Committee determines.
- B. All money received by the division must be deposited as soon as practicable and without deduction to the credit of the division's bank account.
- C. The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

34: FUNDS - MANAGEMENT

- A. Subject to any motion passed by the division in General Meeting, the funds of the division are to be used in pursuance of the objects of the association in such manner as the Committee determines.
- B. The Rouse Hill Rams Sports Club Inc. is responsible for all monies.
- C.
 - i. Each Sports division will operate a separate bank account for the conduct of the financial affairs of that sports division. The name and format of each sports division account will be as illustrated in the following example; 'Rouse Hill Rams Netball Club - a sports division of the Rouse Hill Rams Sports Club Inc'.
 - ii. The Rouse Hill Rams Sports Club will determine the banking authority at which each Sports division will conduct that Sports division's bank account.
- D. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by any 2 members of the Association or Sports division or employees of the association, being members or employees authorised to do so by the Association or Sports division. No related parties may be authorised as co-signatories to the accounts of the Association or a Sports division.

- E. Each Sports division within the Association will submit to the Rouse Hill Rams Sports Club Executive an operating Budget of Income and Expenditure for approval by the RHRSC, eight (8) weeks prior to that season's commencement.
- F. Each Sports division must seek the approval of the Rouse Hill Rams Sports Club Executive for expenditure not provided for in the operating Budget described in (5).

35: ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a Special Resolution of the association.

36: COMMON SEAL

- A. The common seal of the division must be kept in the custody of the Public Officer.
- B. The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must 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.



PART 5: MISCELLANEOUS (CONT')

37: CUSTODY OF BOOKS

- A. Except as otherwise provided by these rules, the Treasurer and or Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the association. Inspection of books.
- B. The records, books and other documents of the division must be open to inspection, free of charge, by a member of the division at any reasonable hour.

38: SERVICE OF NOTICES

- A. For the purpose of these rules, a notice may be served on or given to a person and is taken unless the contrary is proved:
 - i. By delivering it to the person personally, or
 - ii. By sending it by pre-paid post to the address of the person, or
 - iii. By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.



ROUSE HILL RAMS SPORTS CLUB INCORPORATED APPLICATION

APPLICATION FORM FOR NOMINATION OF OFFICE BEARERS AND/OR ORDINARY MEMBERS

I, (FULL NAME OF APPLICANT)

of (ADDRESS)

Hereby nominate to become an office bearer and/or ordinary member of the Rouse Hill Rams Sports Club Inc. In the event of my election as an office bearer member, I agree to be bound by the rules of the Division for the time being in force.

(POSITION NOMINATING FOR)

(SPORT NOMINATING FOR)

(SIGNATURE OF APPLICANT)

DATE

I, (FULL NAME)

of the Rouse Hill Rams Sports Club Inc. Nominate the applicant, who is personally known to me, for a position as an office bearer and/or ordinary member of the association/ sporting division.

(SIGNATURE OF PROPOSER)

DATE

I, (FULL NAME)

of the Rouse Hill Rams Sports Club Inc. Second the nomination of the applicant, who is personally known to me, for a position as an office bearer and/or ordinary member of the association/ sporting sub-committee.

(SIGNATURE OF SECONDER)

DATE



ROUSE HILL RAMS SPORTS CLUB INCORPORATED APPLICATION

FORM OF APPOINTMENT OF PROXY

I, (FULL NAME OF APPLICANT)

of (ADDRESS)

Being a member of Rouse Hill Rams Sports Club Inc., hereby appoint

(FULL NAME OF PROXY)

of (ADDRESS)

Being a member of the Rouse Hill Rams Sports Club Inc., as my proxy to vote for me on my behalf at the General Meeting of the association (Annual General Meeting) or special general meeting, as the case may be) to be held on the

day of (MONTH & YEAR)

and at any adjournment of that meeting.

» My proxy is authorised to vote in favour of/against (delete as appropriate) the motion (insert details).

» The motion to
(TO BE INSERTED)

» The motion to
(TO BE INSERTED)

» The motion to
(TO BE INSERTED)

(NAME OF MEMBER APPOINTING PROXY)

(SIGNATURE OF MEMBER APPOINTING PROXY)

DATE

NOTE: A proxy vote may not be given to a person who is not a member of the association for at least three months.



PART 1: GENERAL

- A. These by-laws are to be read in conjunction with the Rouse Hill Rams Sports Club Inc. Constitution.
- B. All sports divisions will adopt the RHRSC Constitution as the governing document by which each sports division will conduct its affairs [EC 17.6.13].
- C. The following exceptions apply to each individual sports division:
 - i. Each sports division's Management Committee will have as its office bearers a President, Vice President, Secretary and Treasurer as part of the Committee.
 - ii. Each sports division's Management Committee will also comprise 3 ordinary members.
 - iii. An Annual General Meeting of each sports division will determine the office bearers and ordinary members of that sports division's Committee.
- D. Each sports division is responsible for the operational and development requirements of that sport [EC 17.6.13].
- E. All sports divisions need to adhere to the constitution Part 1 Rule 3 Special conditions of the Association.
- F. Membership to the RHRSC is by way of a levy payable at the beginning of each season by all registered players.
- G. All registered players are eligible to be members of the RHRSC.
- H. An annual levy set out in the constitution is payable by any member of any sport to enable membership rights of the RHRSC.
- I. Life members of the RHRSC are exempt from membership fees.
- J. All leases and contractual agreements are to be in the name of the Rouse Hill Rams Sports Club Inc. and need to be signed by any two office bearers of the RHRSC.
- K. The Sports divisions of the Rouse Hill Rams Sports Club Inc., will consist of Soccer, Netball, Cricket, Little Athletics, Rugby Union, Summer sports, Oz Tag, Touch Football, Softball [EC 18.12.06, EC 21.8.07, EC 21.7.08, EC 20.4.15].
- L. Appointed Co-ordinators to the Executive Committee of the Rouse Hill Rams Sports Club Inc., will have full voting rights at Executive Committee meetings [EC 21.1.08].
- M. The Rouse Hill Rams Sports Club and its sports divisions will not sell advertising space on player's uniforms [EC 17.05.10].
- N. The Rouse Hill Rams Sports Club will provide a Sports Membership Award based on the following criteria:
 - i. Only registered sports competitors, coaches, managers or officials will be recognised for the Rouse Hill Rams Sports Club Membership Award.
 - ii. Registered sports competitors, coaches, managers or officials must have participated for five (5) or ten (10) years to be considered eligible for the Award [EC 20.5.13].



PART 2: COMMITTEE

- A. Each Sports division is to have an Annual General Meeting to elect their Committee to be held within 3 months of the end of each season.
- B. Each Sports division will be known as the Management Committee for that sport.
- C. The Committee will comprise of four office bearers, President, Vice President, Secretary and Treasurer and three ordinary members.
- D. No two office bearers can be married, in a de facto or same sex relationship or immediate family members.
- E. Two of the Management Committee will be nominated by the Management Committee of each sporting sub-committee to be delegates of the RHRSC.
- F. Nominations for office bearers are to be on appendix 1 of the RHRSC constitution and are to be sent to the Secretary of the RHRSC prior to the Annual General Meeting of that Sports division.
- G. Details of each sport's Management Committee contact details must be sent to the Secretary of the RHRSC after each sport's Annual General Meeting.
- H. Minutes of each sport's Management Committee Meetings, together with a reconciled Treasurer's Report detailing income and expenditure must be submitted to the Secretary, Rouse Hill Rams Sports Club prior to each meeting of the Association.



PART 3: FINANCIAL

- A. Motions put forward by any Sports division for non budgeted expenses in excess of \$1,000.00 needs to be forwarded to the RHRSC Executive for approval [EC 20.5.13].
- B. Each Sports division Treasurer is responsible for the collection of all funds derived from registration and subscriptions.
- C. The Treasurer of each Sports division is responsible for the collection and deposit of membership fees to the RHRSC account.
- D. The Treasurer of RHRSC will receive a copy of each Sports division's bank account [EC 20.5.13].
- E. All sports divisions need to submit a Budget to the RHRSC, detailing projected income and expenditure, 14 days prior to the commencement of each sporting division's season [EC 20.5.13].
- F. Sponsorship generated by an individual sports division remains with that sports division [EC 20.08.07].