

INDEX OF RULES CONTAINED IN THE CLUB CONSTITUTION

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1. Name of Club

The name of the incorporated association is Box Hill Rugby Union Football Club Incorporated.
Registered Number A 8284 ABN: 91 516 116 606 (hereinafter called "the Club").

2. Definitions

(1) In these rules, unless the contrary intention appears:

- The Board means the Committee of management of "the Club".
- "Financial year" means the twelve (12) month period ending on 30th September.
- "General Meeting" means a general meeting of members convened in accordance with Rule 11.
- "Member" means a fully paid member of "the Club".
- "Ordinary Member of the Board" means a member of the Board who is not an officer of "the Club" under Rule 21.
- "Voting Member" includes:
 - a Full Member;
 - a Life Member
 - a Junior Member's parent or legal guardian.
- "The Act" means the Associations Incorporation Act 1981.
- "The Regulations" means regulations under the Act

3. Disputes

Any dispute as to the interpretation of any rule of the by-law shall be referred to the Board whose decision shall be final.

4. Qualifications of Membership

(A) Membership shall be open on application to the Secretary to all persons subscribing to the objects of "the Club" and paying the required fee, but the Board shall have the right to refuse membership to any person without assigning a reason. Upon a nomination being approved by the Board, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of "the Club" and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription. The Secretary shall, upon payment of the amounts referred to 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".

- (B) (i) **Full Member** shall be Members who are not Junior, Honorary, Associate, Associate Family or Volunteer Members.
- (ii) **Junior Member** is any member of the Club who pays the relevant annual Subscription Fee, participates in the playing activities of the Club and is under the age of 18 years old. Junior Members do not hold voting rights and are not entitled to hold any office of the Club. However, parents or legal guardians of Junior Members aged seven or over are entitled to vote on behalf of the Junior Members at General Meetings. Such a vote is called a "Junior Vote". In the case of parents or legal guardians being responsible for more than one Junior Member of the Club, all those Junior Memberships are considered as one 'family membership' and entitle that parent or legal guardian to one Junior Vote per Junior Member subject to a maximum of three Junior Votes per family membership.
- (iii) **Honorary Members** shall be such persons as the Board thinks fit to elect. Honorary Members may attend General Meetings but shall neither be entitled to vote or be elected to Office.
- (iv) **Life Members** shall be members elected by at least 75% of the Full Members present and entitled to vote at all Annual General and Special General Meetings. It shall be a condition precedent to Life Membership that the proposed member has been a Member of "the Club" for 7 years and has given outstanding service to "the Club" and is recommended for Life Membership by the Board.
- (v) **Associate Members** shall be members who are generally spouses of Members or people who have a social interest in "the Club". Associate members may attend General meetings but shall neither be entitled to vote or be elected to Office.
- (vi) **Associate Family Members** shall be members who are generally the parents/guardians and the siblings of Junior players or families who have a social interest in "the Club". Associate Family Members may attend General meetings but shall neither be entitled to vote or be elected to Office.
- (vii) **Volunteer Members** shall be members who are generally volunteers who provide services to the Club on and off the field for both the Junior and Senior Sections of the Club – Coaches, team Managers, Physiotherapists, Canteen Volunteers, Touch Judges, etc.. Volunteer Members may attend General meetings but shall neither be entitled to vote or be elected to Office.
- (C) A right, privilege or obligation of a person by reason of their membership of "the Club"
- (a) is not capable of being transferred or transmitted to another person;
- (b) terminates upon the cessation of their membership whether by death or resignation or otherwise.

5. Entrance fee and Subscription

- (1) The entrance fee is \$1
- (2) The annual subscription for Members is \$55 and \$90 for Junior Members aged seven or over or such other amount as the Board may from time to time determine and is payable in advance on or before the 1st day of January in each year .
- (3) The annual subscription rate for Associate Family members is \$44 or such other amount as the Board may from time to time determine and is payable in advance on or before the 1st day of January in each year.
- (4) The annual subscription rate for Associate members is \$33 or such other amount as the Board may from time to time determine and is payable in advance on or before the 1st day of January in each year.
- (5) The Annual subscription for Volunteer Members is \$5 or such other amount as the Board from time to time determine and is payable in advance on or before the 1st day of January in each year.

6. Register of Members

The Registrar, as directed by the Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of “the Club” rooms at the home playing ground of “the Club”.

7. Resignation of Member

- (1) A member of “the Club” who has paid all moneys due and payable by them to “the Club” may resign from “the Club” by first giving one month’s notice in writing to the Secretary of their intention to resign and upon the expiration of that period of notice; the member shall cease to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member, by whom the notice was given, ceased to be a member.

8. Expulsions, Suspension or Fining of Members

- (1) Subject to these Rules, the Board may by resolution -
 - (a) expel a member from “the Club”;
 - (b) suspend a member from membership of “the Club” for a specified period; or
 - (c) fine a member in accordance with the regulations, if the Board is of the opinion that the member –has refused or neglected to comply with these Rules; or
 - (e) has been guilty of conduct unbecoming a member or prejudicial to the interests of “the Club”.

- (2) A resolution of The Board under sub-clause (1)
 - (a) does not take effect unless the Board, at a meeting not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause;
 - (b) where the member exercises a right of appeal to “the Club” under this clause it does not take effect unless “the Club” confirms the resolution in accordance with this clause.
- (3) Where The Board passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing -
 - (a) setting out the resolution of the Board and the grounds on which it is based;
 - (b) stating that the member may address The Board at a meeting to be held not earlier than 14 and not later than 28 days after the service of the notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he may do one or more of the following:
 - (i) attend that meeting;
 - (ii) give to the Board before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that they wish to appeal to “the Club” in general meeting against the resolution.
- (4) At a meeting of The Board held in accordance with sub-clause (2), the Directors -
 - (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the Member; and
 - (c) shall by resolution determine whether to confirm or to evoke the resolution.
- (5) Where the Secretary receives a notice under sub-clause (3), the Secretary shall notify the Board and the Board shall convene a general meeting of “the Club” to be held within 21 days after the date on which the Secretary received the notice. Proxies to be nominated in the form set out in Attachment 1.
- (6) At a general meeting of “the Club” convened under sub-clause (5) -
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) The Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the Member shall be given an opportunity to be heard; and
 - (d) the Members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- (7) If at the general meeting -
 - (a) Two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) in any other case, the resolution is revoked.

9. Annual General Meeting

- (1) "The Club" shall in each calendar year convene an annual general meeting of its members
- (2) The annual general meeting shall be held on such day as the Board determines not later than 31 December in each year.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be -
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Board reports upon the transactions of "the Club" during the last preceding financial year;
 - (c) to elect officers of "the Club" and the ordinary members of the Board; and
 - (d) to receive and consider the statement submitted by "the Club" in accordance with Section 30 (3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- (6) The annual general meeting shall be an addition to any other general meetings that may be held in the same year.

10. Notice of Annual General Meeting

- (1) The Secretary of the Club shall at least 42 days before the date fixed for holding an Annual General Meeting of the Club, cause to be sent to each member of the Club at his address appearing in the register of members, a preliminary notice by pre-paid post or e-mail stating the place, date and time of the meeting.
- (2) The preliminary notice shall include nomination forms, for nomination of members for positions on the Board.
- (3) The preliminary notice shall also call for any motions to be included in the annual general meeting.
- (4) All duly completed nomination forms and motions should be returned to the Secretary prior to 28 days of the scheduled annual general meeting.

- (5) The Secretary of the Club shall at least 21 days prior to the date fixed for holding the annual general meeting, cause to be sent to each member of the Association at his/her address appearing in the register of members, a final notice by prepaid post or e-mail confirming the place, date, time and nature of the business to be transacted at the meeting.
- (6) No business other than that set out in the final notice convening the annual general meeting shall be transacted at the annual general meeting.

11. Special General Meetings

All general meetings other than the annual general meeting shall be called special general meetings.

- (1) The Board may whenever it thinks fit, convene a special general meeting of "the Club" and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- (2) The Board shall, on the requisition in writing of members representing not less than 20 members or 25% of the total number of members, convene special general meeting of "the Club".
- (3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary, and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Board does not cause a special general-meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board and all reasonable expenses incurred in convening the meeting shall be refunded by "the Club" to the persons incurring the expenses.
- (6) The Board will have power to bring up any matter at an Extraordinary General Meeting provided 14 days prior notice is given.

12. General Meetings Notice

- (1) The Secretary of "the Club" shall, at least 14 days before the date fixed for holding a general meeting of "the Club" cause to be sent to each member of "the Club" at the address appearing in the register of members, a notice by prepaid post or e-mail stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

13. Procedure

- (1) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules, as being the ordinary business of the annual general meeting shall be deemed to be special business.
- (2) 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 when the meeting is considering that item.
- (3) Five members personally present (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.
- (4) 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 next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the 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 be a quorum.

14. Chairperson

- (1) The President, or in their 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, the members present shall elect one of their numbers to preside as Chairperson at the meeting.

15. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of 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 meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting
- (3) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

16. Voting Process

A question arising at a general meeting of “the Club” shall be determined on a show of hands except as otherwise provided for in a Junior Vote under 4 B (ii) and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and 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.

17. Voting qualification and Process

- (1) Upon any question arising at a general meeting of “the Club”, a member has one vote only except as otherwise provided for in a Junior Vote under 4 B (ii).
- (2) All votes shall be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

18. Vote timing

- (1) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at the meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question at an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

19. Voting Eligibility

A member is not entitled to vote at any general meeting unless all moneys due and payable to “the Club” have been paid.

20. Proxies

- (1) Members shall be entitled to appoint another member as their 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.
- (2) The notice appointing the proxy shall be in the form set out in Attachment 1.

21. Board Powers

- (1) The affairs of “the Club” shall be managed by the Board and an Executive Committee constituted as provided by these rules.

- (2) The Executive Committee (6 positions) shall comprise the President, Vice President, Secretary, Treasurer, Director of Juniors, Director of Rugby and shall be subject to the control and supervision of the Board and be responsible for the day to day running of “the Club” and for actions on urgent matters which arise in circumstances in which it is not practical for a meeting of the Board to be called. It may also take action on matters referred to it by the Board and shall meet as determined by the President. Any action taken by the Executive Committee will be reported to the Board at the next meeting of the Board.
- (3) The Board (11 positions) -
- (a) shall consist of the President, Vice President, Secretary, Treasurer, Director of Juniors, Director of Rugby, Director of Bar and Canteen Operations, Director Facilities (Buildings and Grounds), Registrar, Junior Administrator and Junior Registrar
 - (b) shall control and manage the business affairs of “the Club”;
 - (c) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by “the Club” other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
 - (d) subject to these rules, the regulations and the Act, has power to perform all such acts and matters as appear to the Board to be essential for the proper management of the business affairs of “the Club”.
- (4) The Board may determine ex-officio positions including club patron/s and appoint persons to these positions.

22. Office Bearers

- (1) The officers of “the Club” shall be –
- a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Director of Juniors
 - f) Director of Rugby
 - g) Director - Bar and Canteen.
 - h) Director Facilities (Buildings & Grounds)
 - i) Registrar
 - j) Club Captain (Non-voting rights)
 - k) Junior Administrator
 - l) Junior Registrar

- m) Senior Player Delegate (Non-voting rights)
- n) Veterans Delegate (Non-voting rights)
- o) Women's Team Delegate (Non-voting rights)

- (2) With the exception of the Club Captain whose appointment shall be by the Board in accordance with Rule 32 (c) and the Junior Administrator, Junior Registrar, Senior Players delegate, Veterans delegate and Women's Team delegate by invitation, the provisions of Rule 23 insofar as they are applicable and with the necessary modifications, apply to their appointment.
- (3) Each officer of "the Club shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy referred to in sub-clause (1) the Board may appoint one of its members to the vacant office. The member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.

23. Election of Board Members

- (1) Nominations of candidates for election as officers of "the Club" or as ordinary members of the Board -
- (a) shall be made in writing, signed by two 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.
- (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 the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary members of the Board shall be conducted at the annual general meeting in such usual and proper manner as the Board may direct.
- (6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

24. Grounds for Termination of Office

For the purposes of these rules, the office of an officer of “the Club” or of an ordinary member of the Board becomes vacant if the officer or member -

- (a) ceases to be a member of “the Club”.
- (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- (c) resigns their office by notice in writing given to the Secretary.

25. Procedure at Meetings

- (1) The Board shall meet every two months (a minimum of 6 meetings a year) and at such time and place as the Board shall determine.
- (2) The Executive shall meet weekly when and so desired and a minimum of five executive members present to form a quorum.
- (3) Special Meetings of the Board and all meetings of the Executive Committee shall be held when called by the President or when requested by three or more members of the Board or Executive Committee, at such time and place as the President shall determine.
- (4) Notice shall be given to members of the Board of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (5) The presence in person of a majority of the members shall constitute a quorum at any meeting of the Board or the Executive Committee. Except as otherwise specifically provided the act of a majority of the members present at any meeting of either the Board or the Executive Committee shall be the act and decision of the entire Board.
- (6) No business shall be transacted unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (7) At meetings of the Board -
 - (a) The President or in his absence the Director of Juniors or the Director of Rugby shall preside; or
 - (b) if the President and the designated Executive Committee members are absent, such one of the remaining members of the Board as may be chosen by the members present shall preside.
- (8) Questions arising at a meeting of the Board or of any sub-committee appointed by the Board shall be determined on a show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (9) Each member present at a meeting of the Board or of any sub-committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second

or casting vote.

(10) Subject to sub-clause (4) the Board may act notwithstanding any vacancy on the Board.

26. Minutes

The Secretary of "the Club" shall keep minutes of the resolutions and proceedings of each general meeting and all other meetings of the Board and Executive Committee in books provided for that purpose together with a record of the names and persons present at Board meetings.

27. Treasurer

(1) The Treasurer of "the Club" -

- (a) shall collect and receive all moneys due to "the Club" and make all payments authorized by "the Club"; and
- (b) shall keep correct accounts and books showing the financial affairs of "the Club" with full details of all receipts and expenditure connected with the activities of "the Club".

28. Removal of Board members

- (1) "The Club" in general meeting may by resolution remove any member of the Board before the expiration of his term of office and appoint another member to hold office until the expiration of the term of the first mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of "the Club" (not exceeding a reasonable length) and requests that they 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 may require that they be read out at the meeting.

29. Junior Committee

(1) A Junior Committee shall exist within "the Club" and will -

- (a) be responsible to the Board for administration of Junior Members;
- (b) function within the framework of the Constitution and the rules and regulations set down by the Board;
- (c) be represented on the Board and the Executive Committee by the Director of Juniors; and
- (d) not incur any expense greater than \$150 without the express authority of the Board.

(2) The Junior Committee shall consist of

- (a) Director of Juniors
- (b) Junior Administrator

- (c) Junior Registrar
 - (d) Members of the Junior Committee responsible for Fundraising, Public Relations, Marketing, Sponsorship, Events, Equipment, Ground set up.
- (3) At the conclusion of the season, the parents or legal guardians of Junior Members shall elect the Junior Committee members for the following year and the Junior Committee shall be ratified by the Board.
- (4) As the Committee Members are in effect office bearers of the Club, it is necessary under the jurisdiction of this Constitution for
- (i) Director of Juniors, Junior Administrator and the Junior Registrar to be full members as described in Clause 4 B (i)
 - (ii) the other members of the Junior Committee need to be at least Volunteer Members as described under Clause 4 B (vii)
- (5) The Director of Juniors shall be nominated for the position of at the Annual General Meeting as per Rule 23 -1(a) and (b)
- (6) The Junior Committee will be responsible for maintaining their own bank account opened in the name of Box Hill Rugby Union Football Club Incorporated (Juniors)
- (7) Signing of negotiable Instruments
- The Director of Juniors, the Junior Administrator of the Junior Committee and the Treasurer of “the Club” shall be the only signatories for cheques drawn on the Bank Account with the signature of “the Club” Treasurer being mandatory and one other signature that of either the Director of Juniors or Junior Administrator.
- (8) The Junior Administrator
- a) shall collect and bank all monies due to “the Club” and ensure that it is duly receipted in a receipt book issued by the Treasurer and a copy given to the Treasurer;
 - b) shall be given an imprest account of \$150 to cover such expenses that do not require approval by the Board or the Executive Committee of “the Club”. Receipts for all purchases should be retained and a reconciliation of expenses in accordance with “the Club” policies and procedures provided to the Treasurer when seeking additional funds to restore the imprest account to its full value of \$150;
 - c) shall submit all purchase orders over \$150 for approval by the Board prior to being ordered;
 - d) shall keep complete and accurate accounts and books showing the financial affairs of administering the Junior Section in accordance with “the Club” policies and

procedures with full details of all receipts and expenditure connected with the activities of the Junior Section of “the Club”;

- e) shall assist “the Club” Treasurer prepare a report of income and expenditure for each Board meeting that reflects the current financial status of the Junior Section;
 - f) shall at the end of the season submit all receipt books, cheque books, bank statements and financial records in accordance with “the Club” policies and procedures to “the Club” Treasurer for audit purposes.
- (9) A schedule of Junior Membership fees shall be submitted at the beginning of each season for approval by the Board.

30. Committees

- (a) The Board may at any time appoint such Committees or sub-committees as it may deem necessary and may co-opt additional members to such Committees.
- (b) Where the Committee does not appoint a Chairman the members of such a Committee may appoint one of their own numbers as Chairman.
- (c) Committees and sub-committees formed pursuant to paragraph (i) of this clause shall not incur any expense without the express authority of the Executive Committee or the Board.
- (d) The President will be an ex-officio member of all Committees and sub-committees.

31. Selection Committee

- (a) A selection committee will exist within “the Club” and will be appointed by the Executive

32. Coaches

(A) Appointments

- (i) The Board shall appoint coaches for each team in the Senior Club who will be responsible for the training and coaching of the team to which they are appointed.
- (ii) The Board shall fill any casual vacancies occurring during the year, for the period of appointment remaining.

(B) Coaches

will provide the Director of Rugby with reports upon matters called for by the Director of Rugby and concerning any further matters concerning a team or player performance.

Reports will -

- (i) be given either in writing to the Chairman of Selectors or orally to the Selection Committee before it sits in camera to select the teams;
- (ii) include such things as player performance, injuries, availability to play and attendance's at training.

(C) Club Captain

The Board shall appoint “the Club” Captain after consultation with club members.

(D) Team management

The Board shall appoint sufficient team members to ensure the smooth administration of the teams representing “the Club”.

33. Victorian Union Delegates

“The Club” Board will appoint as many delegates to the V.R.U. as are required to meet the obligations of “the Club” in this regard.

34. Members Grievances and Suggestions

(A) The Vice-President will be available for members to discuss any problems with him concerning “the Club”.

(B) The Vice-President will be responsible for bringing any urgent matters to the attention of the President for any action the Executive Committee of “the Club”.

35. Signing of Negotiable Instruments

The President, Secretary, Treasurer, Director of Juniors and one other office bearer nominated by the Committee shall be signatories for cheques drawn on Club’s Bank Accounts - any two signatures being sufficient.

36. Common Seal

(1) The Common Seal of “the Club” shall be kept in the custody of the Secretary.

(2) The Common Seal shall not be affixed to any instrument except by the authority of the Board. The affixing of the Common Seal shall be attested by the signature of two members of the Board or of one member of the Board and of the Public Officer of “the Club”.

37. Alterations of Statements of Purposes and Rules

These rules and the statement of purposes of “the Club” shall not be altered except in accordance with the Act.

38. Service of Notices

(1) A notice may be served by or on behalf of “the Club” upon any member either personally or by sending it by post or e-mail to the member at the addresses shown in the Register of Members.

(2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

39. Winding Up

In the event of the winding up or cancellation of the incorporation of “the Club” the assets of “the Club” shall be transferred to the V.R.U. or other appropriate body for further use in the

development and promotion of Rugby Union Football in Victoria.

40. Amateur Status

The income and property of “the Club” whencesoever derived, shall be applied solely towards the promotion of its objects and no member of its governing body shall be appointed to any salaried office or office of profit in “the Club” and no remuneration or other benefit in money or moneys worth shall be given by “the Club” to any such member except the repayment of out-of-pocket expenses, interest on money lent or reasonable and proper rent for premises demised or let to “the Club”.

41. Custody of books and other documents

Except as otherwise provided in these rules, the Secretary and Treasurer shall keep in their custody or under their control all books, documents and securities of “the Club”.

42. Sources of Funds

The funds of “the club” shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Board determine.

43. Auditor

At least once in every year the books of “the Club” shall be examined and audited by an auditor elected at the annual general meeting. The auditor shall retire at the next succeeding annual general meeting and shall examine all accounts vouchers receipts and all prescribed books of account and furnish a report thereof at the annual general meeting. The auditor elected shall be a member or members of some recognised institute of accountants.

STATEMENT OF PURPOSES

BOX HILL RUGBY UNION FOOTBALL CLUB INCORPORATED - Registered Number A 8284

“The Club” shall affiliate with the Victorian Rugby Union and have its objects:

1. To foster, encourage, promote and develop the playing of Rugby Union Football as a non professional sport only.
2. To provide club rooms, playing fields and all and such other facilities for the use and enjoyment of the members and their guests as may be required and to obtain any necessary certificates of registration as a club and any licenses or permits for the sale and disposal of liquor within the meaning of the Licensing Acts of the State of Victoria.
3. To provide social intercourse for the members.
4. To establish links with Rugby Union Clubs in other States and countries.
5. To properly administer and account for the funds, assets and liabilities of the Box Hill Rugby Union Football Club as incorporated.
6. To raise and borrow money on terms that “the Club” thinks fit and to repay such borrowings at such time and in such manner and on such terms and conditions as “the Club” may from time to time consider desirable.
7. To construct maintain and alter any building plant equipment works or property and to sell improve manage develop exchange lease sublease mortgage dispose or turn to account or otherwise deal with all or any real or personal property of “the Club” or any of its rights or privileges.
8. To do all such other things as are conducive to or incidental to the attainment of the above objects or any of them.

COMMITTEE OF MANAGEMENT OR "THE BOARD" OF "THE CLUB"**EXECUTIVE(6)****PRESIDENT and CHAIRPERSON**

Coordinating the overall management of the Club

VICE PRESIDENT

Deputise for the President as and when required. Assist the President with the overall management of the Club. Assist the Director of Rugby with co-ordinating the game day operations for the Senior Club.

SECRETARY

Administration of the clubs day-to-day affairs.

TREASURER

Administer all financial activities and audits for "the Club".

DIRECTOR OF RUGBY

Responsible for the management of all matters relating to rugby, and providing a gateway between the Board, the players and coaches. Match allocation, ground marking, ground cleaning, ground equipment, set up grounds on match day and clear at the end of the day, maintain flag poles, goal post pads, lighting, and score board. Liaise and work with registrar to administer player lists, follow up on slow player membership payments in conjunction with the registrar, maintain a register of all members, deal with personnel matters, coordinate player insurance claims, coordinate medical staff, maintain medical kits, coaches kits, referees liaison, manage crowd control procedures.

DIRECTOR of JUNIORS

Management of all Junior Grade activity, act as liaison representative of all junior players.

COMMITTEE (5)**DIRECTOR of BAR and CANTEEN**

Responsible for the co-ordination and management of all matters relating to operation of the Bar and Club Rooms. Control purchasing of all liquid refreshments, manage Liquor license and bar roster, maintenance of bar equipment and bar area, maintain compliance of the health act for the bar area, Hire of building and cleaning of club rooms. Responsible for the management of the Canteen including ordering supplies.

DIRECTOR of FACILITIES (BUILDINGS and GROUNDS)

Responsible for the maintenance and upkeep of all building facilities including minor repairs, facility maintenance, and facility development and improvements, Responsible for the set up and marking of playing fields and associated maintenance of equipment and facility management both building and grounds. Duties will also include liaising with the City of Whitehorse and the Parks and Gardens section for the upkeep of the playing surfaces and reporting any problems for action by Council.

REGISTRAR

To be responsible for collecting and recording membership fees as directed by Treasurer, registering all members on MyRugby Admin, maintaining a list of all financial members, and assisting the Treasurer as required.

JUNIOR ADMINISTRATOR

Shall be responsible for assisting the Junior co-ordinator administering the Junior Section of the Club as required.

JUNIOR REGISTRAR

To be responsible for collecting and recovering receipt of membership fees, registering all Junior Members on MyRugby Admin and maintaining a list of all financial members as directed by the Junior Co-ordinator and Treasurer.

NON-VOTING OFFICERS (4)SENIOR GRADE DELEGATE

Act as liaison officer and representative for all men's grade activity.

WOMEN'S GRADE DELEGATE

Act as liaison officer and representative for all women's grade activity.

VETERANS DELEGATE

Act as liaison officer and representative for all Veteran activity.

CLUB CAPTAIN

To liaise with players and assist the Director of Rugby in representing their interests on and off the field.

Attachment 1

FORM OF APPOINTMENT OF PROXY

I,
(name in BLOCK CAPITALS)

of
(address)

being a paid up Financial Full Member/Life Member/the Box Hill Rugby Union Football Club Inc. or the Parent or Guardian of † Junior Members of Box Hill Rugby Union Football Club Inc..

appoint
(name of proxy holder in BLOCK CAPITALS)

of
(address of proxy holder)

being a paid up Full member/Life Member//Junior Member's Parent or Guardian of the Box Hill Rugby Union Football Club Inc., as my proxy to vote for me on my behalf at the annual/special general meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote at their discretion or in favour of/against* the following resolution (insert details of resolution if necessary).

.....
Signed

Date: / /

* Delete if not applicable

† Specify if Junior Vote on behalf of one, two or three Junior Members