

**GRETA BRANXTON COLTS RUGBY
LEAGUE FOOTBALL CLUB
INCORPORATED
CONSTITUTION
(2010)**

CONSTITUTION

1. The name shall be Greta Branxton Rugby League Football Club Inc. of the Country Rugby Football League of New South Wales.

COMMENCEMENT AND DEFINITIONS

2. This Constitution shall be deemed to have been adopted by the Greta Branxton Minor Rugby League Club Inc. and shall take effect in accordance with Rule 5 of the Constitution of the League.
3. The Greta Branxton Minor Rugby League Football Club Inc. is a constituent body of the League and accordingly this Constitution shall be read and construed in every respect subject to the Constitution (By-Laws and Regulations thereunder) of such League and shall be void and inoperative to the extent of any inconsistency with and/or repugnance to such Constitution and/or By-Law and Regulation made thereunder.
4. In this Constitution and the By-Laws made there under the following words and expressions shall (except where and to the extent that the contrary intention appears) have the several meanings hereby assigned to them that is to say:-
 - (A) "Constituent Body" shall mean constituent body of the Country Rugby Football League of New South Wales Inc.
 - (B) "Group" shall mean the Hunter Valley Group 21 of the Country Rugby League of New South Wales Inc. as defined in Rule 4 of the constitution of the League.
 - (C) "League" shall mean the Country Rugby Football League of New South Wales Inc.
 - (D) "Club" shall mean the Greta Branxton Minor Rugby League Football Club Inc. (hereinafter referred to as "the Club").
 - (E) "General Committee" shall mean the General Committee of the Club as constituted by this Constitution.
 - (F) "Executive" shall mean the executive committee of the Club as constituted by this Constitution.

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- (G) "Secretary" shall mean the officer of the Club from time to time appointed by the General Committee as hereinafter provided to perform the duties of Secretary of the Club and shall include any Acting Club Secretary and any substitute for the time being of the Club Secretary.
 - (H) "Treasurer" shall mean the officer of the Club from time to time appointed by the general committee as hereinafter provided to perform the duties of Treasurer of the Club and shall include any Acting Club Treasurer and any substitute for the time being.
5. The objects of the Club shall be:-
- (A) To encourage, foster, promote, extend, develop, govern and control rugby league football within the area under control of the Club as determined by and under the constitution of the Great Branxton Minor Rugby League.
 - (B) To hire and employ all classes of persons considered necessary for the purpose of the Club and to pay them and to other persons in return for such services rendered to the Club salaries, wages, gratuities and pensions.
 - (C) To promote, hold and control meetings, participate in competitions and matches for the playing of rugby league football or any other athletic sport or pastime and to offer, give or contribute towards prizes, cups, medals and awards therefor.
 - (D) To invest and deal with monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined by the general committee.
 - (E) To affiliate and co-operate with the League and with any other organisation whose objects are altogether or in part similar to those of the Club.
 - (F) To undertake and implement in such a manner as it thinks fit such other matters related to any or all the foregoing objects as may from time to time be deemed expedient by the General Committee.

FINANCIAL MEMBERSHIP

6. Membership shall be to persons of not less than eighteen (18) years of age whose application for membership has been approved by the General Committee prior to acceptance.
7. Membership fees shall be that as decided by the General Committee.
8. All applications for membership shall be made to the Secretary on or before the Annual General Meeting each year.
 - a. Only financial members who are financial on or before the 30th June of the year of the Annual General Meeting be eligible to nominate and vote for positions on the Club's executive committee
9. Life membership of the Club shall be granted to any person whom the General Committee sees fit on after considering all the circumstances.
 - a. All nominations must be in writing, giving the full name and credentials of the nominee along with the category applicable
 - b. The Executive Committee must furnish a report on the correctness or otherwise of the credentials submitted.
 - c. There must be at least sixty percent of all the voting strength of the Annual General Meeting in attendance before an election for Life Membership will be conducted.
 - d. Life Members have the same voting rights as any financial member.
 - e. Life Membership can be granted as either a Junior Life Membership or a Full Life Membership dependant upon the circumstances.
10. Membership shall cease upon resigning from the Club or by virtue of disciplinary matters as decided by the general committee.

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GENERAL COMMITTEE

- Definition – All financial members

11. The General Committee shall consist of:- All financial members
 - (A) The General Committee may from time to time determine such other representation as it sees fit.
 - (B) The General Committee of the Club if it sees fit can elect a Returning Officer whose sole duty shall be the conducting of election of officers as set out in Clause 8a and 11a above. The Returning Officer to be responsible for the conduct of all ballots for such positions. The Returning Officer shall not have the right to vote in any such elections.
 - (C) At each Annual General Meeting the General Committee shall appoint two (2) delegates to the Hunter Valley Group 21 Rugby League Inc. and one (1) delegate to the Maitland District Schoolboys Rugby League Inc.
12. Of the Vice President(s) elected the one receiving the highest number of votes shall be the Senior Vice President and the other the Junior Vice President and should the voting be equal the method of determining which of them be the Senior Vice President shall be determined by resolution of the Annual General Committee.
13.
 - (A) Any casual vacancy occurring in the position of President, Vice President, Secretary or Treasurer between Annual General Meetings of the Club shall as often as the same may occur be filled by the General Committee provided that when any such vacancy is not filled by the General Committee within one (1) month after the same have occurred it shall be upon request in writing of any one of the foregoing officers directed to the President of the Club be filled by the management committee of such League and the person so appointed to the vacancy by such management committee shall hold office until the next Annual general Meeting of the Club.
 - (B) Should a vacancy occur on any committee other than the General Committee (and Executive Committee) or in case a member of any committee (not being the General Committee or the Executive Committee) is temporarily unable to carry out his/her duties, a member of the Executive or a Vice President may act in the vacancy or in the place of such member but any such vacancy shall be filled by the General Committee at it's next meeting.

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14. The General Committee shall hold its first meeting immediately after the conclusion of the Annual General Meeting and shall hold other meetings at such other time as it may deem necessary.
15. Subject to direction by the General Committee the Management Committee shall determine the time and place of meetings of the general committee.
16. (A) The Executive Committee may call a meeting of the General Committee at any time.

(B) The Secretary shall within fourteen (14) days after receiving a requisition signed by seven members of the General Committee indicating the nature of the matters intending to be discussed there at convene a special meeting of the general committee.
17. The presence of a minimum of five (5) members of the General Committee shall form a quorum at any meeting of the General Committee.
18. The General Committee may by resolution declare that any sub committee member who has failed to attend three (3) consecutive meetings of such committee of which he/she is a member shall be deemed to have vacated his/her office, except where a reason for absence is accepted by the General Committee.
19. Except where otherwise provided in this Constitution questions at any meeting of the General Committee and of any other committee or board established by this Constitution or by any By-Law thereunder shall be decided by a majority of votes and in every case of equality of votes the President or Chairman as the case may be shall have the casting vote as well as a deliberative vote.
20. No resolutions passed at any meeting of the General Committee or deemed to have been passed in accordance with Clause 17 hereof, shall be rescinded at a subsequent meeting unless fourteen (14) days notice of the intention to propose such rescission shall have been given and such rescission motion must be carried by two-thirds of those present and entitled to vote.
21. The members of the General Committee and of every other committee or board established by or under this Constitution or under any By-Law made thereunder and all officers of the Club shall hold office until their successors are duly elected or appointed.

POWERS OF THE MANAGEMENT COMMITTEE

22. Subject to this Constitution and to the directions given by the resolution of the Annual General Meeting of the Club, the Management Committee shall be the governing body of the Club and shall have the power to do all such acts and things as may be incidental or conducive to the attainment of any of the objects of the Club and shall supervise all rugby league football activities therein and without prejudice to the generality of the foregoing the Management Committee may:-
- (A) Delegate to any sub committee or any other committee or board any matter for decision, action, control, negotiation, investigation and report.
 - (B) Appoint, remove and prescribe the duties of such officers as it thinks fit.
 - (C) Appoint and remove such delegate as it thinks fit to the League.
 - (D) Enter into and make agreements and employ persons on such terms as it deems proper.
 - (E) Acquire, manage, deal with and dispose of any property.
 - (F) Invest and deal with any monies of the Club and vary and realise any investment.
 - (G) Borrow money and give security over any property.
 - (H) Make, vary or repeal By-Laws not inconsistent with this Constitution prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution and/or any of its objects.
 - (I) From time to time give such directions, as it deems expedient to prevent the occurrence of any anticipated violation of the rules of the rugby league football or of any particular match fixture or competition.

ANNUAL GENERAL MEETING

23. The Annual General Meeting of the Club shall be held at such a place and at such time not later than the 30th October of the previous year as the General Committee shall determine and at least twenty one (21) days notice of the time and place appointed shall be notified to the community.
24. All members for the time being of the Management Committee may attend general meetings of the Club and shall be entitled to vote.
25. Each member shall be entitled to one vote provided that any member may vote as a proxy for another member provided that a proxy form is completed and tabled at the meeting provided that that member is a financial member of the Club.
26. The President or in his/her absence the Senior Vice President or Junior Vice President in that order shall act as chairman at general meetings of the Club and should the President and Vice Presidents be absent or unwilling to act those present and entitled to vote shall elect a chairman.
27. The presence of a majority of those persons present and entitled to vote shall form a quorum at any general meeting.
28. The business of the Annual General Meeting shall be:-
 - (A) Renewal of membership fees.
 - (B) Check credentials.
 - (C) Minutes.
 - (D) Chairman's opening address.
 - (E) Receive annual report and audit financial statement
 - (F) Election of Patron, President, Vice President(s), Treasurer and Secretary, Registrar, Schoolboys Administrator, Group 21 Administrator, Canteen Co-ordinator, Coaching Co-ordinator, and the Sponsorship & Fund Raising Co-ordinator,
 - (G) Correspondence relating to the Annual General Meeting.
 - (H) Election of management committee.
 - (I) General business. (Relating to AGM business only)
 - (J) Notice of Motions
29. Notice of motion involving or affecting any matter or principle or policy of the Club shall be given to the Secretary of the Club not later than fourteen (14) days prior to the Annual General meeting of the Club providing that in respect of such matters of principle or policy arising between annual meetings the provisions of Clause 58 may be invoked.

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30. Voting at all general meetings except upon the election of the officers or committees shall be by a show of hands, which shall be conclusive in the declaration of the result by the chairman unless one person entitled to vote immediately demands a vote by ballot or division.

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EXECUTIVE

31. The President, Vice President(s), Secretary, Treasurer, Schoolboys Administrator and the Group 21 Administrator shall constitute and act as the Executive, and may subject to the directions of the General Committee, but otherwise without any exception or qualification whatsoever exercise all or any of the powers by the Constitution and/or any By-Law made thereunder conferred upon the General Committee.
32. The Executive shall present a full report of its activities and decisions to each meeting of the General Committee.

SECRETARY

34. (A) The Secretary may be an honorary or a salaried official and when honorary may be paid an annual honorarium.
- (B) The Secretary shall be the administrative officer and in addition to any special duties imposed upon him/her by the General Committee and/or the Executive he/she shall keep proper books of the Club and shall be responsible for the official correspondence of the Club.
- (C) The Secretary shall be allowed a petty cash advance of such amount as may be determined from time to time by the executive but shall not make any payment in excess of Fifty Dollars (\$50.00) without the authority of the executive.

TREASURER

35. (A) The Treasurer shall be an honorary official but he/she may be paid an annual honorarium.
- (B) The Treasurer shall keep proper books of account including a cash book and ledger of the Club and shall produce the same together with the bank statements of the Club at all meetings of the executive and of the General Committee.
- (C) The Treasurer shall make the books of the Club available to the auditor appointed by the Club not later than one month before the Annual General Meeting and upon other occasions whenever required to do so by the General Committee, Executive or auditors.
- (D) The Treasurer shall issue receipts for all monies received by him/her and shall keep a duplicate of every such receipt.

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- (E) The Treasurer shall bank all monies received by him/her to the credit of the Club at its bank and all monies received upon trust shall be banked into separate trust account as soon as soon as practicable of receipt of such monies.

MANAGEMENT COMMITTEE

36. The Management Committee shall consist of not less than five (5) members of the Club General Committee of which the President, Vice President(s), Secretary Schoolboys Administrator Group 21 Administrator, and Secretary and Treasurer shall be members thereof.

DISCIPLINE

37. (A) Any person being a member, player, coach, employee, official or other like person of the Club who has; or against whom a complaint has been made, that such person:-
- (i) has been involved in misconduct
 - (ii) has been involved in conduct which is detrimental or prejudicial to the welfare and good image of rugby league of the aforementioned
 - (iii) has breached the Constitution or any By-Law
 - (iv) Has failed to comply with any directions or decisions of the Management Committee to whose control he/her is subject,
- may be cited or caused to appear before the Management Committee to answer such complaint.
- (B) A complaint against any such person pursuant to clauses 37 A (i) and (ii) hereof shall be lodged with the Club Secretary within seventy two (72) hours of the occurrence of the incident giving rise to the complaint.
- (C) Any such complaint shall be in writing and shall be lodged with any supporting evidence.
- (D) The Executive Committee of the Club shall inquire into any such complaint and examine all available evidence to decide if there is sufficient substance for charges to be laid. Should it be the opinion of the Management Committee that insufficient evidence to support complaint the charges will lapse. However should the such Executive Committee agree that there is a charge to answer it shall cause such person to appear before the management committee for the matter to be heard and dealt with except in the case of a player who has been charged with misconduct on the field of play, whether with video evidence or otherwise, who would be cited to answer such charges before the judiciary committee.
- (E) Subject to the preceding clause on the receiving of such complaint the Executive Committee
- a. Must cause notice of the complaint to be served on the nominated person concerned.
 - b. Once the notice has been given that person is suspended from any duties related to the club until the matter is resolved.

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- c. Must give the person at least 14 days from the time of service within which to make submissions to the Executive Committee in connection with the complaint
 - d. Must take into consideration any submissions made by the person in connection with the complaint.
 - (F) The Executive Committee may, by resolution, expel the person from the Club or suspend the person from the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the alleged in the complaint have been proved.
 - (G) If the Executive Committee expels or suspends a person, the Secretary must within 7 days after the action taken, cause written notice to be given to the person, of the reasons for having the action taken and of the members right of appeal
38. A person may appeal to the Management Committee against a resolution of the Executive Committee within 7 days of notice of the resolution being served on the person, by lodging with the Secretary a notice to that effect
- (A) The notice must be accompanied by a statement of the grounds on which the person intends to reply for the purpose of the appeal which contains new evidence.
 - (B) On receipt of the notice from the person under clause (A), the Secretary must notify the Management Committee and a Management Meeting must be held within 28 days after the date on which the Secretary receives the notice.
 - (C) At Management Meeting under clause (B) no other business must be dealt with and the person must be given every opportunity to state their case.
 - (D) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

REGISTRATIONS, PLAYERS AND EQUIPMENT

39. All persons wishing to play with the Club must be registered in accordance with the rules as stated by the Maitland Schoolboys, Combined Hunter Valley, or the Group 21 Rugby League
40. The Club may charge whatever registration fee as it sees fit to cover all expenses and charges as is necessary to financially administer the Club.
41. The club will field teams in each age group competition as it deems fit. If there is excess of players then the management committee may at its discretion enter two (2) teams in each age group.
42. Any player suspended by Judiciary of the Maitland Schoolboys, Combined Hunter Valley or the Group 21 Rugby League shall not appeal against any such suspension until the management committee has been notified.
43. Any player breaching the code of conduct issued by the club or that as issued by the Country Rugby League shall be dealt with by the Management Committee in whatever way it deems necessary.
44. No player registered by the Club shall play in any match other than any match authorised by the Club, Hunter Valley Group 21 Rugby League, Maitland District Schoolboys Rugby League, Combined Hunter Valley Rugby League or Country Rugby League of NSW or that under the direction of the Australian Rugby League in relation to school boy competition conducted by the Department of Education of New South Wales.
45. The Club will supply all training equipment and from time to time may inspect that equipment to ensure that it is in good order and condition. Any loss or mistreated equipment is to be replaced by the person issued the said equipment.
46. Coaches are not to allow players to take Club equipment home during the week for any reason. Coaches are to sign for all issued equipment and may be held responsible for the maintenance and return of same.
47. No player up to the age of 18 years of age shall play any age competition 2 years above his/hers registered age group unless the due documentation has been completed and signed by his / her parent or guardian.
48. The Club shall take advantage of Professional Indemnity, Voluntary, Declared Officials Insurance or any other insurance that will protect Committee Members, Coaches, Managers, Trainers, Sports Medicine Persons or any other person that the Management Committee may deem to require this type of protection.

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49. No person is to represent the club in the pursuit of sponsorship or funding with out written authority from the management committee of the club. There shall be a record kept of this authorization.
50. No person is to use and or copy the club logo without approval from the management committee and written authority from the Secretary of the Club. There shall be a record kept of this authorization.
51. This Constitution is to be read in conjunction with the Constitutions of the Group / Division of Rugby League and that of the Country Rugby League.
52. A Full Life Membership shall be applicable as per below;
 - Any member of the Club may nominate any other member for Life Membership.
 - Nominations for Life Membership shall be made in writing, signed by the Proposer and Seconder, both of whom must be financial members of the Club Corporate and accompanied by the written qualifications of the nominee.
 - Nominations for Life Membership shall be submitted 14 days prior to the management meeting preceding the Annual General Meeting held each year, when a ballot shall be held to decide whether the nominations are eligible. Only such nominations who receive a 3/5ths majority shall be declared eligible. All nominations for Life Membership must be submitted each year irrespective of any previous nomination.
 - All nominations declared eligible shall be presented to the Annual General Meeting where a further ballot will be taken and those nominees who receive 3/5ths majority shall be declared a Life Member of the Club.
 - Life membership shall entitle the holders to vote at any meeting called by the management committee of the club, excluding special meetings of the Executive
 - For office bearers and ordinary members to receive life membership, the office bearer shall have had **Ten (10)** years service or an ordinary member shall have had **fifteen (15)** years service to the club.
 - A playing member can receive life membership if that player has played **one hundred and fifty (150)** first grade games or **two hundred (200)** senior club games, which ever comes first.

**ALTERATION AND INTERPRETATION OF
CONSTITUTION**

43. This constitution shall not be altered unless the proposed alteration;
- (A) Is approved by two-thirds majority at a general meeting of the Club.
 - (B) Notice of any proposed alteration of this constitution shall be given to the Club Secretary at least fourteen (14) days before the date appointed for holding of the Annual General Meeting at which it is intended to submit such proposed alteration.
58. The Chairman shall on a matter of urgency and with the consent of two-thirds of the meeting waive the requisite fourteen (14) days notice, provided that there is two-thirds of the full voting strength in attendance.

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COMMITTEE NOMINATION FORM

I, _____

Wish to nominate _____

for the position of _____

for the year _____

Signed: _____

I, _____

Being a financial member of the Greta Branxton Rugby League Football Club
Inc. hereby second the nomination of _____.

Signed: _____

This form must be received by the Secretary no later than the 6.00pm, 21 days
prior to the date of the Annual General Meeting. The form can be posted or
emailed to, The Secretary, (Greta Branxton Rugby League Football Club) Rugby
League Football Club Inc, (PO Box 43 Branxton 2335)

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NOMINATION FORM FOR COACH / MANAGER/ TRAINER

I, _____

Hereby make application to be Coach / Manager / Trainer / Rugby League First Aid Officer (strike out which is not applicable) for the Under _____ for the _____ season.

My current qualification number is _____

Modified Coach / Club Coach / Senior Club Coach / League Safe Officer / Rugby League First Aid Officer Level 1 / 2. (strike out which is not applicable)

In support of my application I submit the following:

(Attach further information if required).

I agree to abide by the Constitution of the Club, its rules and regulations including the Code of Conduct and Safeplay Code for Junior League.

Signed: _____

This form must be received by the Secretary no later than the 6.00pm, 21 days prior to the date of the Annual General Meeting. The form can be posted to, The Secretary, Greta Branxton Rugby League Football Club Inc, PO Box 43 Branxton 2335