

Objects and Rules

for the

Newcastle Coalfields

Rugby League

Referees Association

Version 3.1

December 2015

Prepared and distributed by the
Newcastle Coalfields Rugby League Referees Association
Constitution Sub-committee

TABLE OF CONTENTS

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|--|----|
| TABLE OF CONTENTS | 2 |
| PART 1 - PRELIMINARY | 3 |
| 1. Definitions..... | 3 |
| 2. Objects | 4 |
| 3. Not for profit organisation | 5 |
| PART 2 – MEMBERSHIP | 6 |
| 4. Obligations | 6 |
| 5. Categories of Membership | 6 |
| 6. Nomination For Membership | 7 |
| 7. Clearance | 7 |
| 8. Life Members | 7 |
| 9. Cessation of membership..... | 9 |
| 10. Resignation of membership..... | 9 |
| 11. Register of members | 9 |
| 12. Misconduct..... | 10 |
| 13. Disciplinary Committee | 10 |
| 14. Right of Appeal of Disciplined Member..... | 11 |
| 15. Limited Membership | 11 |
| 16. Fees and Subscriptions | 12 |
| PART 3 - ELECTED OFFICERS | 13 |
| 17. Powers of the Board of Management | 13 |
| 18. Constitution and membership..... | 13 |
| 19. Vacancies..... | 14 |
| 20. Removal Of Board Members..... | 14 |
| 21. Election of Board members | 15 |
| 22. Role and Responsibilities of Board Members | 15 |
| 23. Board Meetings and quorum..... | 16 |
| 24. Delegation by Board to Sub-Committee | 17 |
| 25. Voting and decisions..... | 18 |
| PART 4 - MEETINGS | 19 |
| 26. Annual General Meetings – Holding of | 19 |
| 27. Annual General Meetings—calling of and business at | 19 |
| 28. General meetings—calling of and business at | 19 |
| 29. Visitors..... | 20 |
| 30. Notice of General Meeting..... | 20 |
| 31. Notice of Annual General Meeting | 20 |
| 32. Meetings—procedure and quorum..... | 21 |
| 33. Presiding member | 21 |
| 34. Making of decisions | 21 |
| 35. Special resolution..... | 21 |
| 36. Voting | 21 |
| 37. Insurance..... | 22 |
| 38. Annual Schedule of Fees, Funds – source..... | 22 |
| 39. Funds – management..... | 22 |
| 40. Audit of Accounts | 22 |
| 41. Alteration of objects and rules | 23 |
| 42. Common seal | 23 |
| 43. Custody of books | 23 |
| 44. Inspection of books | 23 |
| 45. Service of notices..... | 23 |
| 46. Public Officer..... | 24 |
| 47. Association Expenses..... | 24 |
| 48. Honoraria..... | 24 |
| 49. Prohibition On Member Use Of Association Funds..... | 25 |
| 50. Prohibition Of Distribution Of Property To Members..... | 25 |

Name

The Association shall be called the NEWCASTLE COALFIELDS RUGBY LEAGUE REFEREES ASSOCIATION INCORPORATED (herein called "the Association").

The Association may also use the name of a business or corporation as a “naming rights” sponsor in addition to the words “Newcastle Coalfields”.

Headquarters

The Headquarters of the Association shall be the address of the Newcastle District Rugby League.

The postal address will be a designated post office box as agreed by the Board.

PART 1 --- PRELIMINARY

1. Definitions

1. In this constitution, unless the contrary intention appears:

ARLRA means the Australian Rugby League Referees Association

ARTICLES OF THE ASSOCIATION shall include, but not be limited to, the Code of Conduct, Roles and Responsibilities of Officers, Objects and Rules and Standing Orders.

NDRL means the Newcastle District Rugby League.

NRAS means National Referees Accreditation Scheme

CONTINUOUS MEMBERSHIP means an unbroken period where the member has not resigned or transferred their membership;

CRLRA means the Country Rugby League Referees Association of NSW.

FINANCIAL YEAR means the year ending on 30 September.

IN WRITING means by fax, e-mail or letter, in handwriting or typed.

MEMBER means a member of the Association, as referred to in Part 2, and affiliated with CRLRA.

MODEL RULES means the Model Rules for the Incorporation of Associations as set out in the Associations Incorporation Act 1991.

NSWRLRA means the NSW Rugby League Referees Association.

CHIEF EXECUTIVE OFFICER means Secretary and the Public Officer of the Association as defined in the Act.

THE ACT means the Associations Incorporation Act 1984.

THE BOARD means those officers elected or appointed pursuant to rule 19.

THE FORMER ASSOCIATION/S means the associations known as the “Newcastle and District Rugby League Referees Association Inc”, the “Maitland District Schoolboys Rugby League Referees Association” the “Newcastle and Hunter Rugby League Referees Association” and the “Lower Hunter Rugby League Referees Association”.

THE REGULATIONS means the Associations Incorporation Regulations 1994.

2. In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

- 3. The provisions of the Interpretation Act, 1897, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- 4. Where these rules conflict with the constitution of the NDRL, CRLRA or any other deemed governing body of the Association, then the rules of such governing body will override these rules.

2. Objects

1. The objects of the Association shall be:

- a) To administer the Laws of the Game of Rugby League and facilitate uniformity in interpretation of such Laws.
- b) To promote the Association and the achievement of it's Objects.
- c) To maintain affiliation with the NDRL and it's affiliate bodies; the CRLRA; NSWRLRA; ARLRA; and Any other such body that the Association deem necessary to be affiliated with to meets it's objectives;
- d) To develop and maintain professional conduct and a professional image for referees.
- e) To act in the interests of the members of the Association, as determined by a majority of members.
- f) To promote and enhance refereeing career paths in the Game and the welfare of referees. To encourage goodwill, social fellowship and co-operation amongst members.
- g) To facilitate recruitment, coaching and development of the standard of refereeing amongst Members.

3. Not for profit organisation

1. The assets and income of the association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association, as set out in Rule 50.
2. In the event of the association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members, as pursuant to Rule 51.

PART 2 – MEMBERSHIP

4. Obligations

1. All members are bound by the Articles of the Association, including but not limited to Objects and Rules, Code of Conduct, Roles and Responsibilities of Officers and Standing Orders.

5. Categories of membership

1. The membership shall consist of:

a) General Members - A member who is aged 14 years or over, holds an NRAS accreditation and who may be either:

1. Active - A member who is available to officiate in games sanctioned by the Association, and is currently financial.
2. Non-active - A member who is not available to officiate in games sanctioned by the Association, and is currently financial.

b) Honorary members - A person voted as an Honorary Member by the Members at an Annual General Meeting and whose nomination appeared on the Notice Paper for that meeting. This category of Membership applies only until the following Annual General Meeting, does not have voting rights, and cannot stand for any position, but is otherwise bound by the Objects and Rules, and the Code of Conduct.

c) Life Member - A person voted as a Life Member by the Association in accordance with rule 8, and those members who have previously been awarded life membership of the former associations. Life members of the Association are entitled to all privileges of the Association as enjoyed by the General members. They will be presented with a Life Member Badge, or similar, and may not be liable for annual association fees if Non-active, but may be liable for all other fees & subscriptions. Life members may be Active or Non-active as per a).

d) Associate Member - Such member shall be an active member, but shall be ineligible to vote at Association meetings or to occupy official positions.

e) Affiliate Member - Such members are members of affiliated referee's associations who require membership of this Association for affiliation with the CRL and CRLRA. Such members shall have no other membership privileges, however shall still be subject to rules relating to misconduct. Members will pay such fees as prescribed by the Association.

- f) Honorary Life Member – A person voted as an Honorary Life Member in accordance with rule 8. This category of Membership does not have voting rights, and cannot stand for any position, but is otherwise bound by the Objects and Rules, and the Code of Conduct.

6. Nomination for Membership

1. All persons applying for membership of the Newcastle Coalfields Rugby League Referees Association shall do so on a form approved by the Board.
2. A nomination of a person for membership of the Association—
 - a) shall be made by a member of the Association in writing in the form set out in the Articles of the Association; and
 - b) shall be lodged with the Chief Executive Officer of the Association.
3. As soon as is practicable after receiving a nomination for membership, the Chief Executive Officer shall refer the nomination to the Board which shall determine whether to approve or to reject the nomination.
4. Where the Board determines to approve a nomination for membership, the Chief Executive Officer shall as soon as practicable after that determination notify the nominee of that determination.
5. The Board shall report to members all applications made and the results of each application at the next General Meeting.

7. Clearance

1. An eligible applicant for membership under Part 2, transferring from the last Association that he/she was a member of the current Association that he/she is a member of; shall be accepted only upon presenting a satisfactory clearance with their Application for Membership form.

8. Life Members

1. Nominees for life Membership must have:
 - a) at least ten full years continuous membership of the Association, including former Associations;
 - b) been financial at the time of nomination;
 - c) performed outstanding service for the Association or former Associations for most of that period.
 - d) not been the subject of any disciplinary actions from the Board of Management in relation to a Disciplinary Committee hearing in the current year of nomination or the preceding five years from the date of their nomination.

2. The Life Membership Committee will consist of Life Members of the Association. The Life Membership Committee will meet on the Tuesday prior to the final general meeting (ie. 7 days before the final meeting) of the association at 6pm at the same location of the NCRLRA meetings or such venue agreed to by the Board of Management. All Life Members (still actively involved in the Association) shall be advised of the time, venue location & date of the Life Membership Committee selection meeting. Five (5) such members shall form a quorum. By the 2nd last General Meeting for the year, those members wishing to be considered for life membership, or those wishing to nominate a member for Life Membership, must provide to the Chief Executive Officer a written request or nomination for consideration and a resume outlining the member's service to the Association, or former associations, over the time of their membership. Such nominations need not be endorsed by the member being nominated. The Chief Executive Officer shall then supply the Life Membership Committee with the names of all members who have attained 10 full years continuous membership of the Association and requested or have been nominated to be considered for life membership. The Chief Executive Officer must confirm prior to the meeting any nominees will accept Life Membership if it is decided by the Life Membership Committee. The Life Membership Committee will consider the applications and/or nominations and will recommend those deemed suitable to obtain Life Membership.
3. Nomination for appointment of a member to life membership shall be submitted by the Life Membership Committee to the Chief Executive Officer in writing. Such nomination is deemed to be appointed by the Life Membership Committee whose decision is final. No further correspondence will be entered into once the Life Membership Committee has made their decision.
4. Appointment of life membership shall be advised at the last general meeting of the Association held each year. A member may decline appointment for life membership.
5. Life Membership can be obtained Posthumously.
6. Honorary Life Member
 - (i) The Board may recommend to the Life Membership Committee that a person whom is not a member of the Association, but has provided exceptional service to the Association and its members over a minimum of 10 years be considered for appointment as an Honorary Life Member.
 - (ii) Acceptance or rejection of a nomination for appointment of an Honorary Life

Member shall be submitted by the Life Membership Committee to the Chief Executive Officer in writing. Such nomination is deemed to be appointed by the Life Membership Committee whose decision is final. No further correspondence will be entered into once the Life Membership Committee has made their decision.

9. Cessation of membership

1. A person ceases to be a member of the Association if the person:
 - a) dies, or
 - b) resigns membership, or
 - c) is expelled from the Association or
 - d) does not pay their annual membership subscription (as required by their membership status) by the end of April in any given year, or before commencing fixtures, whichever is earlier.
2. Where a person ceases to be a Member under clause 9(1)(d) above, the person may apply in writing to the Board for readmission as a non-active member. The Board may re-admit the person as a member, and may determine what fees, if any, are payable for re-admission.
3. In considering re-admission, the Board may determine that the membership of the person will be classified as continuous.

10. Resignation of membership

1. A member of the Association is not entitled to resign that membership except in accordance with this rule.
2. A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by first giving to the Chief Executive Officer written notice of at least 14 days of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member. Such notice may be withdrawn before the expiration of the period of notice.
3. If a member of the Association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the Chief Executive Officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

11. Register of members

1. The Chief Executive Officer of the Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.

2. The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
3. A member of the Association may obtain a copy of any part of the register on payment of a fee as determined by the Board. Any such disclosure of information shall be subject to the prevailing Privacy Act.

12. Misconduct

1. Misconduct is any action or behaviour by a member that is:
 - a) Contrary to the Objects and Rules and/or code of conduct of the association and/or
 - b) Contrary to any code of conduct or articles of association of the Newcastle Rugby League, Country Rugby League, Country Rugby League Referees Association or any governing body under which the member is covered by and/or
 - c) Prejudicial to the image, welfare or interests of the Association.
2. Any allegation of misconduct by a member must be made in writing to the Chief Executive Officer.
3. Any member who becomes aware of an action or behaviour by a fellow member that may be misconduct shall report the action or behaviour to the Chief Executive Officer within seven days.
4. The Association may prescribe penalties for certain types of misconduct.
5. Upon the receipt of a report indicating possible misconduct by a member, the Chief Executive Officer may issue a penalty notice to the member, if a prescribed penalty has been determined. The member may accept the notice and the penalty, or may opt to have the matter referred to the Disciplinary committee. Such penalties may include, but not be limited to, a warning letter and/or a financial penalty or fine.
6. Upon the receipt of a report indicating possible misconduct by a member of the Association where a prescribed penalty has not been determined, or where the member has previously received a penalty notice in that year, the matter will be referred to the Disciplinary Committee.

13. Disciplinary Committee

1. The Disciplinary Committee shall comprise a member of the Board of Management, who shall act as chairman; one life member and one general member (who may also be an active life member) from the panel of members elected

by the Association. At least Two life members and two general members can volunteer or they shall nominated for the panel at the Annual General Meeting, however this panel may be added to by the Board of Management should the need arise.

2. The Disciplinary Committee shall be the body responsible for investigating reports indicating possible misconduct by members, and shall have the power to call such members to appear before it. A member called before the Disciplinary Committee shall be given 7 days notice in writing of the time and place of the meeting, and shall be given a copy of the report of misconduct.
3. The Disciplinary Committee shall have the power to call any other members to appear before the Committee for the purpose of investigation into reports of misconduct.
4. Members may call witnesses to support their case, or give written or oral submissions to the Disciplinary Committee.
5. Members who intend to use legal counsel at a meeting of the Disciplinary Committee shall give at least 48 hours notice, in writing, to the Chief Executive Officer of this fact. If no such notice is given, legal counsel will not be able to act at the meeting, or the meeting will be reconvened.
6. A member called before the Disciplinary Committee who fails to appear for a meeting, shall be suspended until they appear before the Disciplinary Committee.
7. The Disciplinary Committee shall make recommendations to the Board of Management as to the Committee's findings, and any sanctions that should be imposed against the member, within 7 days of making such a decision.

14. Right of Appeal of Disciplined Member

1. A member may appeal to the Chief Executive Officer against a resolution of the Board within 7 days after notice of the resolution is served on the member, by lodging with the Chief Executive Officer a Notice of Appeal to that effect, in writing. (Refer Section 10 "Code of Conduct")

15. Limited Membership

1. Where pursuant to
 - a) Rule 20 an office holder is removed from office;
 - b) Rule 12 or 13 a member is expelled or suspended from the Association for misconduct;that office holder or member, as the case may be, shall continue to have such rights of membership of the Association as are necessary for them to exercise their rights of appeal provided by the Objects and Rules.

16. Fees and Subscriptions

1. A member of the Association shall pay to the Association an annual membership fee as determined by the Board and set out in the Annual Schedule of Fees (Section 38, Objects and Rules).
2. Where after 30 August in any calendar year a person is admitted to membership, this person shall pay at least 50% of the membership fee as set out in the Annual Schedule of Fees.

PART 3 --- ELECTED OFFICERS

17. Powers of the Board of Management

1. The Board, subject to the Act, the Regulations and these rules and to any resolution passed by the Association in General Meeting:
 - a) is to control and manage the affairs of the Association, and
 - b) may 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
 - c) has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.

18. Constitution and membership

1. The Executive of the Association shall be:
 - a) the Chairman;
 - b) the Chief Executive Officer;
 - c) the Director of Finance;
 - d) the Director of Coaching and Development;

These Members shall be elected by the General Committee; all members to be nominated on a designated nomination form.

1.1 The Director of Coaching & Development shall act as the Deputy Chairperson

2. The Board of Management shall consist of - :
 - a) the Executive of the Association;
 - b) These Executive shall decide who fills and what each position entails, the following positions in consultation with the nominated members.
 - a) the Director of Affiliated bodies
 - b) the Director of Member Services
 - c) the Executive Assistant
 - d) the Support Officer

3. Each elected member shall be a financial member. All positions on the Board are to be individually elected at the Annual General Meeting of the Association under rule 21.

4. Each elected member of the Board shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
5. A recommendation by the Board to remove a person from an elected or appointed position must be ratified by way of a special resolution at the next General Meeting.
6. In the event of a vacancy occurring in the elected membership of the Board, the Board 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.
7. A member may not hold more than one position on the Board, unless a position cannot be filled and all avenues have been exhausted, and then only as acting in the second position until a replacement can be found.

19. Vacancies

1. For the purposes of these rules, a vacancy in the office of a member of the Board occurs if a Board member:
 - a) dies, or
 - b) ceases to be a member of the Association, or
 - c) becomes an insolvent under administration within the meaning of the Corporations Act, or
 - d) resigns the office; or
 - e) suffers from mental or physical incompetence that renders them unable to act; or
 - f) is absent without the consent of the Board from 3 consecutive Board meetings.
 - g) Is removed from the office under rule 20; or
 - h) Is disqualified from holding office under the Act.

20. Removal Of Board Members

1. The Association in a general meeting may by resolution, subject to the Act, remove any member of the Board from the office of member of the Board before the expiration of the member's term of office.

21. Election of Board members

1. Nominations of candidates for election as elected officers of the Association:
 - a) shall be made in writing, signed by the candidate and endorsed by two (2) members of the Association (which may be endorsed on the nomination form); and
 - b) shall be delivered to the Chief Executive Officer of the Association not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.
2. If only one nomination is received for a vacancy to be filled, the person nominated is taken to be elected.
3. If no nomination is received for a vacancy, further nominations for that vacancy are to be received at the Annual General Meeting.
4. If no further nominations are received, any vacant positions remaining on the Board are deemed to be vacancies, and may be covered by other members of the board on a temporary basis.
5. If more than one nomination is received for a vacancy, a ballot is to be held.
6. The ballot for the election of office-bearers and other Board members shall be conducted at the Annual General Meeting by secret ballot for each position. Where there are more than 2 candidates for a position, the preferential voting method will be applied.

22. Role and Responsibilities of Board Members

1. The Roles and Responsibilities of the Chief Executive Officer are:
 - 1.1 The Chief Executive Officer shall diligently attend to the business of the Association. The Chief Executive Officer shall receive and reply promptly to all correspondence and shall carry out the duties as required by the Association
 - 1.2 The Chief Executive Officer shall keep a register of current members and all papers, books and property of the Association necessary to maintain the position.
 - 1.3 The Chief Executive Officer shall prepare, circulate and present the Association's annual report and the financial statement as provided by the Director of Finance.
2. The Roles and Responsibilities of the Director of Finance are:
 - 2.1 The Director of Finance receives all monies on behalf of the Association and issues receipts for the same, as well as paying all accounts for which receipts must be produced.
 - 2.2 The Director of Finance keeps such books to accurately reflect the financial affairs of the Association.

- 23 The Director of Finance must reconcile the electronic accounting records of the Association at the end of each calendar month by the following monthly association meeting.
 - 24 The Director of Finance shall produce a written financial summary (profit & loss statement) once per month to the General Meeting of the Association.
 - 25 The Director of Finance must produce a copy of the bank statement for each account at the monthly meeting.
 - 26 Two members (other than those who are signatories to the accounts) are to sight and sign each monthly bank statement at the Association General mMeeting to verify the amounts in the accounts as stated to the members by the Director of Finance during their report.
 - 27 The Director of Finance shall produce to the auditors the necessary books, papers and records for the purpose of audit.
 - 28 The Director of Finance shall prepare a summary of financial transactions for the financial year for inclusion in the Association's Annual Report.
 - 29 The Director of Finance shall issue and action correspondence as may be required relative to financial matters of the Association.
 - 2.10 The Director of Finance shall pay all accounts by cheque or electronic transfer as is appropriate.
 - 2.11 All payments must be approved by the Director of Finance and one other authorised signatory, being any one of the executive of the association.
3. The Roles and Responsibilities of the Deputy Director of Finance are:

23. Board Meetings and quorum

1. The Board shall meet at least 6 times in each calendar year at such place and time as the Board may determine.
2. Additional meetings of the Board may be convened by the Chief Executive Officer.
3. Oral or written notice of a meeting of the Board shall be given by the Chief Executive Officer to each member of the Board at least 48 hours (or such other period as may be agreed on by the members of the Board) before the time appointed for the holding of the meeting.

4. Notice of a meeting given under sub-rule (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting agree to treat as urgent business.
5. Any 4 members of the Board, of which 2 must be executive members constitute a quorum for the transaction of the business of a meeting of the Board.
6. No business shall be transacted by the Board unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a time, date and place as agreed by the members of the Board.
7. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
8. At meetings of the Board:
 - a) the Chairperson or, in the absence of the Chairperson, the Deputy Chairperson shall preside;
or
 - b) if the Chairperson and the Deputy Chairperson are absent or unwilling to act, one of the remaining members of the Board may be chosen by the members present to preside.

24. Delegation by Board to Sub-Committee

1. The Board may, in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Board deems appropriate) the exercise of such of the functions of the Board as are specified in writing, other than:
 - a) this power of delegation; and
 - b) a function which is a function imposed on the Board by the Act, by any other law.
2. A function, the exercise of which has been delegated to a subcommittee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
3. A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in writing of delegation.
4. Notwithstanding any delegation under this rule, the Board may continue to exercise any function delegated.

5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Board.
6. The Board may, by instrument in writing, revoke wholly or in part any delegation under this rule.
7. A sub-committee may meet and adjourn as required.
8. The Executive remain ex-officio members of all sub-committees and may involve themselves where they see necessary.

25. Voting and decisions

1. Questions arising at a meeting of the Board or of any subcommittee appointed by the Board shall be determined by a majority of the votes of members of the Board or sub-committee present at the meeting.
2. Each member present at a meeting of the Board or of any subcommittee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to rule 23(5), the Board may act notwithstanding any vacancy on the Board.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a sub-committee appointed by the Board, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or sub-committee.
5. Voting and decision at all Meetings, and the conduct of debate at Meetings, shall be as specified in the Standing Orders.

PART 4 --- MEETINGS

26. Annual General Meetings – Holding of

1. The Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.

27. Annual General Meetings—calling of and business at

1. The Annual General Meeting of the Association shall, subject to the Act, be convened on such date and at such place and time as the Board thinks fit.
2. In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the items listed in the Standing Orders.
3. An Annual General Meeting must be specified as such in the notice convening it in accordance with rule 31.

28. General meetings—calling of and business at

1. As soon as practicable after the Annual General Meeting the Board shall specify a schedule of General Meetings for the ensuing year. Additional General Meetings may be convened by the Board if necessary. In addition to any other business which may be transacted at a General Meeting, the business of a General Meeting is to include the items listed in the Standing Orders.
2. The Board shall, on the requisition in writing of at least ten per cent (10%) or 100, whichever is the lesser, of the financial members listed with the Chief Executive Officer, convene a General Meeting of the Association.
3. A requisition of members for a general meeting:
 - a) shall state the purpose or purposes of the meeting; and
 - b) shall be signed by the members making the requisition; and
 - c) shall be lodged with the Chief Executive Officer; and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Board fails to convene a General Meeting within one month after the date on which a requisition of members for the meeting is lodged with the Chief Executive Officer, any one or

more of the members who made the requisition may convene a General Meeting to be held not later than 3 months after that date.

5. A General Meeting convened by a member or members referred to in sub-rule (4) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Board.

29. Visitors

1. The Association may admit visitors or exclude them from meetings. Any visitor may address the meeting upon the invitation of the Chair, with consent of the majority of members present, but no visitor shall have the right to vote.

30. Notice of General Meeting

1. Except if the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Chief Executive Officer 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.
2. If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Chief Executive Officer must, at least 14 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 (1), the intention to propose the resolution as a special resolution. Such notice may include posting information about the meeting on the Associations website or other such electronic means.
3. A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Chief Executive Officer who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

31. Notice of Annual General Meeting

1. For an Annual General Meeting, the date of the Meeting must be advised at least 45 days in advance.
2. The Chief Executive Officer must, at least 14 days before the advised date, give a notice to each member specifying the place, date and time of the Annual General Meeting. Such notice may

include advertising in newspapers or on the association website, or other such means that allow for mass communication.

3. The Chief Executive Officer shall also advise members of the requirements of rule 21, in relation to the election of Board members from 2009 onwards.

32. Meetings—procedure and quorum

1. Procedures for Annual General Meetings and General Meetings shall be as specified in the Standing Orders. At all general meetings of the Association 15 members will constitute a quorum.

33. Presiding member

1. The Presiding Member at all Meetings shall be as specified in the Standing Orders.

34. Making of decisions

1. The making of decisions at Meetings, and the conduct of debate at Meetings, shall be as specified in the Standing Orders.

35. Special resolution

1. A resolution of the Association is a special resolution if it is passed as specified in the Standing Orders.

36. Voting

1. Voting at Meetings, and the conduct of ballots at Meetings, shall be as specified in the Standing Orders.

PART 5 --- MISCELLANEOUS

37. Insurance

1. The Board may effect and maintain insurance as appropriate.

38. Annual Schedule of Fees . Funds – source

1. The Financial Year of the Association shall commence on the first day of October each year and end on the thirtieth day of September in the following year.
2. The funds of the Association are to be derived from application fees and annual subscriptions of members, levies, donations, sponsorship, fundraising, and grants from the controlling Rugby League bodies and, subject to any resolution passed by the Association in General Meeting, such other sources as the Board determines.
3. All money received by the Association must be deposited as soon as practicable and without deduction, to the credit of the Association's bank account.
4. The Association should, as soon as practicable after receiving any money, issue an appropriate receipt.

39. Funds – management

1. Subject to any resolution passed by the Association in General Meeting, the funds of the Association funds are to be used in pursuance of the objects of the Association in such manner as the Board determines.
2. All cheques, drafts, bills of exchange, promissory notes, Electronic Funds Transfer and other negotiable instruments must be approved in accordance with contemporary audit guidelines by a member or members of the Board or employees of the Association, being authorised to do so by the Board.
3. The funds of the Association may be invested in such a manner as to continue to provide for the objects of the Association. Any such investments held must be approved by the Board.

40. Audit of Accounts

1. The audit of the Association books will be conducted in accordance with AUS auditing standards.
2. At the last General Meeting within the financial year, the Board shall call for nominations from members for an external person to audit the financial records of the Association.

3. The accounts shall be audited by an external person to the Association who has not prepared or assisted with the preparation of those accounts.
4. Alternatively, if the members agree, the Association may engage professional external auditors.

41. Alteration of objects and rules

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

42. Common seal

1. The common seal of the Association must be kept in the custody of the public officer.
2. The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attested by the signatures either of 2 members of the Board or of 1 member of the Board and of the public officer or Chief Executive Officer.

43. Custody of books

1. The Chief Executive Officer must keep custody of, or control of, all records, books and other documents relating to the Association, with the exception of those records or books currently used in the financial management of the Association. These may be held by the Director of Finance.

44. Inspection of books

1. The records, books and other documents of the Association must be open to inspection, free of charge, by a member of the Association at any reasonable hour. Any member wishing to inspect the records, books or other documents of the association must give at least 7 days written notice of their intention, and must negotiate with the Chief Executive Officer as to an appropriate time and place for inspection.

45. Service of notices

1. For the purpose of these rules, a notice may be served on or given to a person:
 - a) by delivering it to the person personally, or
 - b) by sending it by pre-paid post to the address of the person, or
 - c) by sending it by facsimile transmission or some other form of electronic transmission such as e-mail to an address specified by the person for giving or serving the notice.

2. For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b) in the case of a notice sent by pre-paid post, on the third (seventh, if posted to or from a place outside Australia) day after posting, and
 - c) in the case of a notice sent by electronic transmission (other than facsimile), on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date, and
 - d) In the case of a facsimile transmission, on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient.

46. Public Officer

1. The Board shall appoint and ensure that the Association has a public officer at all times. The Public Officer shall be the Chief Executive Officer, unless the Board determines otherwise. To be eligible for an appointment as public officer a person must:
 - a) Be at least eighteen (18) years of age; and
 - b) Be a resident in the State of New South Wales; and
 - c) Be financially solvent; and
 - d) Must not be a patient, protected or incapable person in terms of the Mental Health Act 1958, and
 - e) Must not be excluded from being a Company Director under Corporations Law, and
 - f) Must not be listed on any Government Register of Child Sex Offenders.

47. Association Expenses

1. Members incurring expenses in carrying out Association business may be reimbursed from time to time with the approval of the Board.

48. Honoraria

1. Honoraria for members of the Board shall be determined by the members as set out in the Standing Orders.

49. Prohibition on Member Use of Association Funds

1. No member of the Association shall be paid any fee, salary or other emolument from the income, profits or reserves of the Association for any work undertaken on behalf of, or for representation of, the Association, or of the Board or any committee of the Association, without the approval of the Association. This prohibition does not extend to refereeing fees paid to the Association for distribution to relevant members as payment for refereeing services by those members.

50. Prohibition of Distribution of Property to Members

1. In the event of the cessation or operation of, and winding up of, the Association, all property and funds of the Association are to be used in the discharge of any trading debts and other liabilities. If there is a net surplus of funds and property remaining in the name of the Association that surplus is not to be distributed to any member or members of the Association but is to be transferred to another organisation having objects the same as, or similar to, the objects of the Association.