



KIAMA JUNIOR RUGBY LEAGUE FOOTBALL CLUB

PO Box 196, Kiama NSW 2533

CONSTITUTION

NAME	The name shall be 'Kiama Junior Rugby League Football Club'.
OBJECTIVES	To encourage, foster, promote, extend, develop and control rugby league for boys and league tag for girls under the age of 16 as at 1 January of the operating year within the boundary of Kiama as set down in the Constitution of South Coast Group 7 Junior Rugby Football League (Group 7).
COMMITTEE	The Committee shall consist of the President, Vice President, Secretary, Treasurer, Registrar and other members including Publicity Officer, Sponsorship Officer, Canteen Supervisor, FAO Coordinator and Gear Manager. A register of members shall be kept by the Secretary.
EXECUTIVE	The Executive shall consist of the President, Vice President, Secretary, Treasurer and Registrar.
ANNUAL GENERAL MEETING	<p>The Annual General Meeting (AGM) of the Club shall be held in October each year, at a time and place determined by the Committee. At least 10 days' notice of the time and place appointed shall appear on social media, Club's website and be promoted via email to all parents/guardians.</p> <p>The AGM will be held before the South Coast Group 7 Rugby League's AGM every year.</p> <p>The Committee may convene a general meeting of the Club at any time and place determined by it upon 7 days' notice to the Secretary of the Club. The notice convening any such general meeting shall indicate the nature of the matter to be discussed.</p> <p>All positions shall be declared vacant at each Annual General Meeting (AGM).</p>
BUSINESS AT ANNUAL GENERAL MEETING	<ol style="list-style-type: none">President's opening addressMinutes of previous Annual General MeetingAnnual reports and financial statementElection of President, Vice President, Secretary, Treasurer, Registrar, and Committee members including Publicity Officer, Sponsorship Manager and Gear StewardsNotices of Motion <p>Notice of Motion involving or effecting any matter of principle or policy of the Club shall be given to the Club Secretary not later than 14 days before the time appointed for the opening of the AGM.</p>
MEMBERSHIP	A membership fee of \$2.00 is due and payable at the AGM. Liabilities of members are restricted to their \$2.00 membership fee. Payment of such membership fee then deems the Committee member as financial.

COMMITTEE MEETINGS	<p>The Committee shall hold its first meeting within one month of the conclusion of the AGM and hold other meetings as required (usually held on the third Monday of each month unless otherwise agreed by the Committee).</p> <p>Committee members need to be financial and have attended at least six Committee meetings before they are eligible to vote.</p> <p>The Committee Meeting shall be held at a venue to be decided at the AGM.</p> <p>The Executive may call a General Committee meeting at any time.</p> <p>The Secretary shall, within 14 days of receiving a request signed by at least three members of the Executive, convene a special meeting of the general Committee indicating the nature of the matters to be discussed.</p>
QUORUM	<p>The presence of seven of the total members of the General Committee may form a quorum at any meeting of the General Committee.</p>
NON-ATTENDANCE EXECUTIVE OR COMMITTEE MEMBERS	<p>The General Committee may by resolution declare the place of:</p> <ul style="list-style-type: none"> a) any member of the Executive b) any member of the General Committee <p>who has failed to attend three consecutive meetings (without apology in advance) of which they are a member, has become vacant and is no longer eligible to vote.</p>
VOTING	<p>Except where otherwise provided in the Constitution, questions at any meeting of the general committee, shall be decided by a majority of votes and in every case of quality of votes, the President as the case may be, shall have the casting as well as a deliberate vote.</p> <p>Voting shall be done by written secret ballot.</p> <p>Postal Ballots need to be in writing to the Secretary and can be received by mail or email.</p>
RESCISSION OF RESOLUTIONS	<p>No resolution passed at any meeting of the General Committee shall be rescinded at a subsequent meeting unless notice of the intention to propose such rescission shall be given in writing to the Secretary, 14 days prior to the meeting.</p>
ALTERATION OF CONSTITUTION	<ul style="list-style-type: none"> a) This Constitution shall not be altered unless the proposed alteration is carried by majority at a General Committee of the Club b) Notice of any proposed alteration to this Constitution shall be given to the Secretary in writing at least 14 days before the date appointed for the AGM at which it is intended to submit such proposed alteration. c) In event of any Notice of Motion being defeated, three months shall elapse before any further Notice of Motion dealing with the same matter can be dealt with. d) The President can on a matter of urgency and with the consent of the majority of the meeting waive the requisite 14 days' notice, provided that there is a majority of full voting strength in attendance.

This Constitution and all By Laws made there under shall bind the Club and every constituent member associated with the Club. Any Member or associated member of the Club shall be deemed in virtue of such membership or association to have agreed to be bound by the Constitution and all By Law thereunder.

BY-LAWS

The meeting headquarters of the Club shall be set at the AGM.

- a) In the event of a quorum not being present half an hour after the fixed starting time the meeting shall lapse.
- b) It shall not be necessary for the Secretary to notify the members of the regular meetings of the Committee or meetings decided upon when all members are present.
- c) Reading and confirmation of minutes of previous meeting
 - ii) Business arising out of the previous minutes
 - iii) Correspondence and action thereon
 - iv) Treasurer's report
 - vi) Reports (Registrar, Publicity Officer etc)
 - vii) Receipt of consideration of any Notices or Motion
 - viii) General Business
- d) Any dissent from the President's ruling shall be put without further discussion apart from the mover of such dissent who shall be allowed five minutes to state his/her reason for such dissent
- e) Each officer must be a financial member of the Club
- f) The funds of the Club shall be banked in the name of Kiama Junior Rugby League and will be operated upon by the following executive members - President, and Secretary and Treasurer.

CLUB COLOURS

Club colours are red, black and white. Before club colours can be changed both Junior and Senior Clubs must be consulted.

Jerseys can be changed by the Committee following discussion and voting by a majority. There must be a two thirds majority vote to agree to look at a change before proceeding. If the motion is moved, a sub-committee is formed to research designs and present at least two alternate designs within two months to the Committee with costs. A vote then should be taken to change the design with it only carrying if there is at least a two thirds majority.

AGE

Where the Club has a team in a player's rightful age, players must firstly fulfill their obligations to that age before playing up an age as per [NSWRL's Community Rugby League Policy](#).

Having played in his/her own age group game and is requested to play again above that age group, he/she may do so upon receiving permission from his/her coach and parents/guardians.

No player may play above his/her age grade unless: he/she makes a written application countersigned by his/her parents and/or guardians to the Committee who will have the final decision on the application.

FINANCIAL INFORMATION

A financial year is from 1 October until 30 September. Source of the Club's income comes from fundraising, sponsorship and registration of players.

Club funds are to be managed by the Treasurer. Expenses will be paid by electronic transfer which requires the approval of two Executive members which will be the Treasurer and either President or Secretary.

INCOME TO MEMBERS

Members must not receive any distribution of income or assets while the Club is operating or winding up.

CUSTODY AND INSPECTION OF CLUBS BOOKS

The records of the club will be held by the Secretary and the financial records will be held by the Treasurer. These records are available for inspection by the members upon reasonable request.

DISCLOSURE OF INTEREST

All members must disclose to the Committee if they have a conflict of interest with the club e.g. if they have a child playing in the club. A register must be kept of all Committee members listing their interest in the club.

INTERNAL DISPUTES

Any dispute between members of the club shall be arbitrated by the clubs executive committee, if this has failed to resolve the dispute then the matter will be referred to South Coast Group 7 Rugby League Management.

CLUB POLICY

Our Club policy outlines our Code of Conduct, expectations for parents, players, coaches and managers, and grading policy. The policy is available on our [website](#).