

Constitution Amendments

Constitution updated as of AGM 4th November 2019

Chatswood Rangers Sports Club Inc

Registered Number Y0593908

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1. Name & address

The name shall be "The Chatswood Rangers Sports Club Inc.", hereinafter referred to as "The Club". The address of the club shall be that of the Secretary, or as otherwise decided by the Management Committee.

2. Colours

The Club colours are Royal Blue, RGB reference number 4169E1 and White, RGB reference number FFFFFFFF and subject to the approval of the peak sporting body.

3. Objects

To contribute to the development of children and adults in The Willoughby City Council and surrounding municipalities by providing the opportunity for them to participate in sporting activities.

4. Membership

All persons who are interested in furthering the objects of the Club, shall be eligible for membership.

Membership is granted to any person who meets one or more of the following criteria:

	Membership Category	Definition
1	Registered Player	A player registered for the current year
2	Parent or Guardian of Registered Player	The parent or guardian of a player under the age of 18 years registered for the current year
3	Registered Volunteer	A person who has registered to perform a volunteer role for the Club for the current year
4	Honorary Member	A person who the Executive Committee nominates as a member for the current year
5	Life Member	Life Membership may be awarded to those persons who are or have been active members of the Club, and who have distinguished themselves in the interests of the Club. Life Membership shall be approved by a majority vote of the Executive Committee. The Executive Committee will maintain a register of Life Members. Life Members shall have the full benefits and shall enjoy rights and privileges of the Club including the right to vote. Life Members shall not pay dues.

All Members, over the age of 18 years, will be allowed one vote at the annual meeting in the election of officers and approval of Constitution revisions. All members must abide by the constitution and bylaws of the Club, all existing rules and regulations, as well as those established in the future, and all applicable rules and regulations of affiliated organisations.

A member shall cease to be a member if:

1. a) They resign
2. b) They fail to pay any subscription due
3. c) They are expelled or suspended

Membership entitlements are not transferable

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

1. is not capable of being transferred or transmitted to another person, and
2. terminates on cessation of the persons membership

Fees and Subscriptions

1. A member of the club must pay to the club a fee determined by the committee
2. Except
 - a) If that member is a Life Member
 - b) If that member is deemed to be in hardship in which case the executive committee may grant an exemption to payment of fees
 - c) When the executive committee deem fit to waive fees

Members Liabilities

The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, in unpaid fees and subscriptions of the club.

5. Executive Committee

The Executive Committee consists of the following:

- President
- Vice President
- Secretary
- Treasurer

The Executive Committee is expected to meet at least two times each year.

At an Executive Committee meeting a quorum shall be no less than 3 members of the committee.

The election of members of the Executive Committee shall be by ballot at the Annual General Meeting. All members are to serve a one-year term.

The newly elected members shall take their respective offices immediately following the close of the Annual General Meeting.

All Executive Committee members are to be adult members only (being 18 years or over).

Any elected member who is absent from three consecutive meetings without giving good reason shall by his/her actions have vacated his/her office.

It is within the power of the Executive Committee to fill such a vacancy at the next general committee meeting.

Nominations for the Executive Committee of the club must be made 14 days prior to the holding of the annual general meeting and needs to be proposed and seconded in signature, by two current financial members of the club

Members may only nominate for 1 (one) position within the Executive Committee and can only hold 1 (one) position within the Executive Committee at any given time.

Voting and decisions

1. Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
2. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of any meeting.

6. Management Committee

The Management Committee consists of the following:

- A Secretary from each Junior sport played by members of the Club
- A Secretary from each Senior sport played by members of the Club
- Any other person representing a sport played by members of the Club as voted at the AGM
- All members of the Executive Committee

The Management Committee is expected to meet at least three times each year and is responsible for the orderly management of the Clubs affairs within each sport.

At a Management Committee meeting a quorum shall be no less than 5 members of the committee.

The election of members of the Management Committee shall be by ballot at the Annual General Meeting. All members are to serve a one year term.

Nominations must be proposed and seconded by members of the Club.

Members may only nominate for 1 (one) position within the Management Committee (excluding the Executive Committee). In the event that positions are vacant, members may take on additional roles on an interim basis until the role can be filled.

The newly elected members shall take their respective offices immediately following the close of the Annual General Meeting.

Any elected member who is absent from two consecutive meetings without giving good reason shall by his/her actions have vacated his/her office.

It is within the power of the Committee to fill such a vacancy at the next general committee meeting.

Management Committee Meetings will be held as required, but not less than three times per year. If any member of the Committee fails to attend three consecutive meetings without notification to the Committee, the Committee shall have the right to declare the seat vacant.

a) By-laws and Sub-committees

The Management Committee shall have power to formulate By-laws and appoint or remove Sub-Committees for the internal management of the Club, and for the control and discipline of members and the regulations generally of the affairs of the Club provided that such By-laws shall not be inconsistent with, or conflict with anything contained in these Rules of any amendments. No By-law shall be valid unless it shall have been adopted by a majority vote of the members of the Management Committee present at a meeting duly convened and confirmed by a majority at a subsequent meeting duly convened, and held not earlier than seven days not later than twenty-one days after the holding of the first meeting. Notice of any proposed amendments of or addition or repeal of the By-laws must set out in full the amendment, or addition, or reason for the repeal and be delivered to the Secretary fourteen clear days before the Management Committee meeting at which it is intended to be proposed,

and must be signed by three or more members of the Management Committee. As soon as practicable after receipt the Secretary shall give a copy of the notice to each member of the Management Committee in the manner prescribed by Rules for the giving of notices.

7. Powers of the Management Committee

The Control and Management of the Club shall reside in the hands of the Management Committee, and without limiting the generality of such powers of Management and control it shall have in particular the following powers:

- a) To manage, control and maintain the interior of all buildings and grounds which in the opinion of the Management Committee shall be necessary for the purpose of the Club and the furtherance of its objects as maybe required.
- b) To acquire by purchase, exchange or as gifts or donations, property of any kind which in the opinion of the Committee may be necessary or useful for the purpose of the Club.
- c) To accept donations, legacies and bequests in money or in kind for the furtherance of arty objects of the Club and the benefit of members.
- d) To at its discretion, raise or borrow any sum or sums of money for the purpose of the Club.
- e) To collect and receive monies by voluntary contributions, collections, subscriptions, payments by public bodies and by private individuals or from the proceeds of investments and entertainments, provided that all monies so received shall be transferred to the General Fund of the Club, and not necessarily be reserved for any specific purpose, and to ensure such monies are paid immediately to the Treasurer to be banked, and further provided that any grants of money which council or ,Government authority may see fit to make to the Club shall be expended strictly in accordance with any conditions imposed by such Authority.
- f) To expend or use monies received or property donated for the furtherance of the objects of the Club, and the instruction, entertainment and benefit of members as it shall in its discretion think fit, provided that the aggregate expenditure in any year shall not exceed the Clubs available funds.
- g) The Committee shall have the right to determine any appointment made by it or to suspend the appointees, and such determination or suspension shall be effective when notified to the person affected.
- h) The Committee shall have power to fill vacancies in any elected office during their respective term of office by the appointment of such persons as the Committee shall consider eligible, and a person so appointed shall hold office subject to these Rules for the unexpired term of the Committee Member in whose place such person is appointed.
- i) Fees and subscriptions shall be determined by the Management Committee annually and shall cover membership for twelve months from the 1st. April in each calendar year. The inability to meet fees or charges on the part of those who are under-privileged, or in necessitous circumstances shall not preclude the benefits of club membership from being available to such members or applicants for membership.

The decision of the Committee shall be final and be binding on all concerned with respect to all matters affecting the Club and the management thereof, and the control, discipline and entertainment of members and all person in or about Club premises or activities.

8. Annual General Meeting

The Annual General Meeting is to be held before the end of November each year on a date to be set by the Executive Committee.

The Quorum shall consist of 8 members of the Club.

The business of the Annual General Meeting shall include:

- Presidents report
- Confirmation of minutes and matters arising
- Treasurers financial year report including auditors report
- Election of members to Executive Committee & Management Committee
- General business
- Closing

At least 21 days notice shall be given of the Annual General Meeting.

9. Extraordinary General Meeting

An extraordinary general meeting may be called in one of the following ways:

- By resolution of the executive committee.
- By petition in writing by at least 12 members of the Club. At least two thirds of the petitioners must be present at each meeting or the meeting shall lapse.

The Quorum shall be 12 members of the Club.

The President shall preside at any Extraordinary meeting.

In the absence of the President the Vice President shall chair the meeting.

At least 21 days' notice must be given of an extraordinary meeting.

10. Notice of Meeting

At least 21 days' notice must be given prior to the Annual General Meeting.

At least 21 days' notice must be given prior to an Extraordinary meeting.

At least 21 days' notice must be given prior to any Executive or General Committee meeting.

If there is no quorum within 30 minutes of the appointed time the meeting shall be adjourned for a period not exceeding 14 days.

If at any Annual General Meeting or Extraordinary General meeting there be no quorum within 30 minutes of time appointed for the meeting then the meeting shall be adjourned to a date no later than 14 days after initial date.

If there is no quorum within 30 minutes after the time appointed for such an adjourned meeting the meeting shall lapse and refer back to a general committee meeting.

Notice to be given to any person under these Rules whether of the holding of a meeting or otherwise shall be deemed to have been given to such person if given to him or her personally, delivered personally to his or her home, transmitted to member/s by electronic means such as facsimile, e-mail, web site display, etc or enclosed in a duly stamped envelope addressed to him or her at his or her address last known to the Secretary, posted at any Post Office. A declaration in writing by the Secretary that he has so dispatched such notice or has caused it to be posted to any person in accordance with this Rule shall be conclusive that such notice has been dispatched in accordance with this Rule, whether or not the notice has actually been received by the person to whom it is addressed.

The minimum attendance: required to conduct the business of the Club shall be:

- a) At General Meetings - 8 Financial (Members inclusive of officers and honorary members
- b) At Committee Meetings - 6 Financial Members inclusive of officers and honorary members

11. Minutes of Meetings

The Secretary, or in their absence, another member shall keep minutes of all General meetings and committee meetings. All such minutes are to be adopted and signed at the subsequent meeting.

Subject to the discretion of the President, minutes of all meetings shall be open to inspection by any member at any time convenient to the Secretary.

An agenda of a proposed meeting is to be sent to all committee members no less than 3 days prior to commencement of meeting.

12. Finance

The financial year of The Club shall be from the 1st of October to the 30th September.

The Treasurer shall be responsible that a true account is kept of all monies received and expended.

A balance sheet containing a summary of assets and liabilities of the Club at the end of its financial year, together with a statement of profit and loss for the preceding year, shall be made out and submitted at the next Annual General Meeting.

The accounts shall be audited by a qualified person.

The Club shall conduct its financial affairs through a reputable financial institution.

No monies may be drawn from the Club accounts without the consent of two members of the Executive Committee.

The accounts shall be open for inspection by any member upon giving reasonable notice to the treasurer at a time and place convenient to the treasurer.

The minimum balance of the Club account is to be \$10,000. If the balance goes below \$10,000 at anytime, the use of the funds must be approved by the Executive Committee.

Funds in excess of those required for the normal operation of the Club may be invested for profit to the Club. Such investment will be made at the discretion of the Executive in consultation with a professional financial advisor.

13. Disputes & Suspension or Expulsion of Members

Resolution of disputes

1. A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
2. If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
3. The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.

Disciplining of members

1. A complaint may be made to the committee by any person that is a member of the club:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the club.
2. The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
3. If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
4. The committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering the complaint and any

submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

5. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action, and of the member's right to appeal.

Right of appeal of disciplined member

- (1) A member may appeal to the club in a general meeting against a resolution of the committee, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice should be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association at this meeting.

14. Resignation

Any person who wishes to resign his membership shall do so in writing by letter to the secretary.

15. Amendments to Constitution

Amendments to the constitution can only be made with the approval of 75% of members present at the Annual General Meeting. Subject to 30 days prior written notice.

Member Protection Officer

The Executive Committee shall appoint at its earliest convenience after the Annual General Meeting a Member Protection Information Officer (MPIO). The duties of the MPIO are those as outlined by the NSW Department of Sports and Recreation.