

**CONSTITUTION OF
THE BEROWRA JUNIOR RUGBY LEAGUE
FOOTBALL CLUB INC**

1. Name

- a) The Name of the Club shall be the "Berowra Junior Rugby League Football Club Inc", here-in-after referred to as the Club.
- b) The principal place of administration of the Club shall be the Public Officer of the Club with correspondence addressed to PO Box 94, Berowra, NSW 2081 or such other postal address as the Club Executive shall determine.

2. Objectives of the Club

The objectives of the Club shall be:

- a) Abide by the rules of the Australian Rugby League, the New South Wales Rugby League and North Sydney District Junior Rugby Football League Inc (NSDRFL).
- b) To organise and support teams to play in organised rugby football league competitions as the Executive shall determine appropriate.
- c) To foster, promote and propagate the sport of rugby football league in Berowra and surrounding districts using all available means.

Berowra Junior Rugby League Football Club Constitution

THIS IS THE ANNEXURE OF 15 PAGES
MARKED V/A REFERRED TO IN THE
Associations Incorporation Act from 1.

SIGNED BY ME AND DATED May 23, 1991

SIGNED

THE RULES OF Berowra Junior Rugby League Football Club INC.
CONTAINED HEREIN ARE IN ACCORDANCE WITH
SECTION 11, AND CONTAIN THOSE MATTERS
SPECIFIED IN SCHEDULE 1 OF THE ASSOCIATIONS
INCORPORATION ACT, 1984.

SIGNED

Berowra Junior Rugby League Football Club, Constitution

THE CORPORATE AFFAIRS COMMISSION being a person declared by the Attorney General by notification published in the Government Gazette on the 28th day of September 1979 to be an approved person for the purposes of Section 3 of the Evidence (Reproductions) Act, 1967 HEREBY CERTIFIES pursuant to the Section that this transparency is made as a permanent record of a document in its custody or control. DATED 17/91 30229 FILM NUMBER

3. Powers of the Club

- a) The Club, through its Executive shall organise and control the conduct of rugby league and members within the jurisdiction of the Club (all members are within the jurisdiction of the Club when involved in rugby league or Club business on or off the field of play).
- b) To suspend, disqualify or otherwise deal with any member or officer of the Club who has committed any breach of these rules which, in the opinion of the appropriate disciplinary committee is unbecoming or contrary to the interests of the Club or rugby league in general.
- c) To act in any way to promote rugby league, including appointment of delegates to meetings, working with other clubs or organisations or what ever way the Executive deems appropriate.
- d) To select teams (by the appointed persons) to represent the Club in approved rugby league competitions.

4.1 Membership of the Club

A member of the Club shall be determined as:

- a) A registered player for the Club who is over the age of 18 years and who has paid all currently due registration fees.
- b) The legal parent or guardian of a registered playing member of the Club who is under the age of 18 years and who has paid all currently due registration fees. Only one "member" is allowed per registered player.
- c) Any individual over the age of 18 years of age who applies for membership of the Club in writing on the prescribed application form and whose application for membership the Executive advises is acceptable and the applicant subsequently pays the required membership fee.

The Executive shall determine whether or not to accept an application for membership and is not required to supply any reasons for accepting or rejecting an application for membership.

4.2 Cessation of Membership of the Club

A person ceases to be a member of the Club if the person:

- a) Dies (membership benefits cannot be passed on to another person).
- b) Membership lapses.
- c) Is the parent or legal guardian of a junior member whose membership lapses.
- d) Resigns that membership in writing.
- e) Is expelled from the Club by resolution of the Disciplinary Committee.

4.3 Register of Members of the Club

The Secretary and Public Officer of the Club shall prepare and hold a register of all members (their names, addresses and membership status and the date on which they became a member) of the Club which shall be available for inspection by any member of the Club, free of charge, at any reasonable hour having previously made an appointment.

4.4 Liability of the Club and Members of the Club

- a) The Club shall only be liable to the extent of the assets of the Club.

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- b) The members, Executive and committee of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club except to the amount of any unpaid membership fees.
 - c) If the Executive, or Disciplinary Committee, shall determine that a member or officer has acted contrary to these rules or against the interests of the Club or rugby league in general and the Clubs incurs a financial liability as a result of these actions, then the member shall be responsible for making good any financial loss the Club incurs as a result of the action(s) of the individual(s).

4.5 Disciplining of Members

Discipline of members shall wrest with the Executive or with the Disciplinary committee of the Club. See later section on detailed procedures and powers.

This includes both playing and non playing members of the Club.

4.6 Registration and Membership Fees

- a) The registration and membership fees of the Club shall be determined by the Executive of the Club each year prior to the appointed registration dates. Once established these fees shall be fixed for the current season.
- b) All registration and membership fees shall be paid in full to the appointed Club representative within three months of acceptance of registration or membership. If such fees and dues or not paid by the due date then that member shall forfeit membership of the Club. In exceptional circumstances the Executive may determine an extended payment period for an individual's registration or membership fees. Application for consideration of such circumstances shall be made to a member of the Executive at least four weeks before payment of registration or membership fees is due in normal circumstances.

being a person who is not a member of the Club and is not a member of the Executive or of the Disciplinary Committee. Under delegation from the Commissioner, DATED 21/09/1999, I have signed this document on the 28th day of September 1979 to be an approved person for the purposes of Section 117(1) of the Evidence (Reproductions) Act, 1967. I HEREBY CERTIFY pursuant to the Section that this transparency is made as a permanent record of a document in its custody or control. 51 30229 FILM NUMBER

5. Management of the Club

The general management of the Club shall be vested in the Club Executive supported by such other committee members shall be elected at General Meeting of the Club and all of whom shall be current members of the Club and over the age of 18 years.

5.1 Officers of the Club Executive

The Club Executive shall consist of the following:

- a) President (alternate public officer)
- b) Vice President (s) - up to two may be elected to serve at any one time.
- c) Secretary and Public Officer
- d) Treasurer
- e) Assistant Secretary
- f) Assistant Treasurer
- g) North Sydney DJRFL Delegate

5.2 Power and roles of the Club Executive

- a) The Club Executive shall be responsible for all general management of the Club and shall have the power to interpret this constitution as it sees fit in the best interested of the Club.
- b) The role of the Executive officers of the Club shall be as follows:
 - i) President
 - Chair all General, extra-ordinary, committee and other such meetings are required for the efficient management of the Club
 - Be informed of all areas of Club matters by the Vice President(s), Secretary, Treasurer and other appointed Club officers.
 - In the case of a tied vote at any meeting of the Club, shall have a casting vote.
 - Be responsible for arranging of sponsorship for the Club and dealing with all sponsors to the mutual benefit of the Club and such sponsors.

The CORPORATE AFFAIRS COMMISSION being a person declared by the Attorney General by notification published in the Government Gazette on the 28th day of September 1979 to be an approved person for the purposes of section three of the Evidence (Reproductions) Act, 1967 HEREBY CERTIFIES pursuant to the Section that this transparency is made as a permanent record of a document in its custody or control.

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Commissioner, Under delegation from the Commissioner. DATED 21 30229 FILM NUMBER

- Be responsible for all "official statements" made on behalf of the Club.
- Be available for all such reasonable duties as are required for the running of the Club.
- In conjunction and discussion with one Vice President shall be able to take "executive decisions" on behalf of the Club that are in the best interests of the Club.
- Submit a report to the Club's Annual General Meeting.
- Be able to act as the Club Secretary and be the alternate Public Officer.

ii) Vice President (s)

- In the absence of the President, act on behalf of the President in all matters relating to the management of the Club.
- Be responsible for the administration of annual registration of players and making such arrangements as are required to publicise and promote such registration days.
- Where matters under discussion preclude the President from taking an objective view (where he might have a vested interest or personal involvement), shall for the duration of discussion on that matter take the chair of that meeting from the President, handing it back to the President at the conclusion of the relevant matter.
- Be the alternate Public Officer for the Club.

iii) Secretary and Public Officer

- Take detailed minutes of the business of all Executive and Committee meetings and distribute copies of such minutes to all Executive and/or Committee members and, in conjunction compile all Agendas for meetings.
- Assist all other members of the Executive when requested.
- Keep on file all correspondence received and a copy of all correspondence forwarded on behalf of the Club by each member of the Executive/Committee.
- Forward notices of scheduled Executive or Committee meetings to appropriate members at least seven (7) days prior to the date of the meeting.
- Keep on file all material that may assist the organisation of the Club related to the business of the Club and rugby League, and pass on such material to the appropriate Club officer.
- File all the results of the Club's teams in all trial and official competitions.
- Act on behalf of the Club as directed by the Executive.
- Be the Public Officer for the Club.
- Submit a report to the Club's Annual General Meeting.

iv) Treasurer

- Keep a detailed set of accounts for the Centre as required by the Club's auditors and NSDJRFL.
- Be responsible for the sensible financial management of the Club, submitting such budget reports as required during the year and control ALL MONIES raised on behalf of the Club by whatever means.

The CORPORATE AFFAIRS COMMISSION being a person declared by the Attorney General by notification published in the Government Gazette on the 24th day of September 1979 to be an approved person for the purposes of Section three of the Evidence (Reproductions) Act, 1967 HEREBY CERTIFIES pursuant to the Section that this transparency is held as a permanent copy of a document in its custody or control.

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- Prepare a detailed budget of expected receipts and expenditure for the coming 12 months commencing November 1st and ending October 31st.
 - Establish an account or accounts as required for the efficient management of the Club with a suitable bank.
 - Issue receipts for all monies received by the Club for Banking from registration, the canteen, Secretary and any other officer of the Club or source and arrange for those members to issue receipts for all monies they receive on behalf of the Club.
 - Present at each Executive/Committee meeting a full and current summary of receipts and expenses for ratification by the meeting.
 - Pay on invoice only, all accounts presented and passed by the Executive, such payments to be made only by cheque unless otherwise specifically authorised by the Executive.
 - Arrange for the President, Vice President, Secretary and Treasurer to act as signees of cheques, with any two to sign all Club cheques (except where two may be members of the same household).
 - Present to the Annual General Meeting a detailed report of Receipts and Expenditure for the twelve months commencing November 1st and ending October 31st each year.
 - All account books including petty cash book, bank account statements etc to be audited by a Chartered Accountant prior to the Annual General Meeting.
 - Investigate and recommend on all insurance polices required for the Club and its players and equipment.
- v) Assistant Secretary
- To provide executive administrative support for the Secretary and substitute for the Secretary during the Secretary's absence.
 - To be aware of all matters relating to the role of Secretary.
- vi) Assistant Treasurer
- To provide executive administrative support for the Treasurer and substitute for the Treasurer during the Treasurer's absence.
 - To be aware of all matters relating to the role of Treasurer.
- vii) North Sydney DJRFL Delegate
- To represent the Club at appropriate meetings of the NSDJRFL.
 - Submit a report to the Club's Annual General Meeting.

The CONSERVATIVE AFFAIRS COMMISSION being a person declared by the Attorney General by notification published in the Government Gazette on the 28th day of September 1979 to be an approved person for the purposes of Section three of the Evidence (Reproduction) Act, 1967 HEREBY CERTIFIES pursuant to the Section that this transparency is made as a permanent record of a document in its custody or control.

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In the absence of the Secretary and Assistant Secretary the President and Vice President(s) may act as Secretary of the Club. Casual vacancies of the Executive and/or the committee occurring during the year may be filled by agreement of a majority of the Executive without cause for a General Meeting.

5.3 Non Executive Committee Persons

The Club Executive shall be assisted in the management of the Club by the following non Executive committee persons (these positions may be filled by a member of the Executive Committee):

- a) Senior Club Coach and Coaching Administrator
- b) Saturday Football liaison co-ordinator
- c) Sunday Football liaison co-ordinator
- d) Saturday Ground Manager
- e) Sunday Ground Manager
- f) Canteen/catering officer
- g) Any Life Members
- h) Any other persons so elected up to a maximum of 5 excluding the above and the Executive.

5.4 Executive Meetings

The Executive (and other Committee members) shall meet on at least four occasions during its year of office or, if more, as required to efficiently run the affairs of the Club. A quorum of four (4) of the Club's Executive is required for the meeting to proceed. Meetings to be chaired by, in order of precedence:

President
Vice President
Secretary
Other person appointed by members of Executive
present

The Secretary shall give all members of the Executive and other committee members seven (7) days written notice of such meetings asking for details of matters to be discussed at meetings

and shall, in conjunction with the appropriate Executives, prepare an agenda for such meetings.

All matters put before such meetings as a motion shall be voted on and deemed to be approved if such motions are supported by a simple majority of the those Executive and/or committee members present. In normal circumstances the person chairing the meeting shall have no vote except in the case of a ties vote when he or she shall have a casting vote - in these circumstances the chairperson may not abstain.

The Secretary shall keep detailed minutes of all decisions reached at such meetings shall shall be circulated to all authorised persons.

5.5 Election of Club Executive and Non Executive Committee Persons

The Executive and other members of the committee shall be elected annually at the annual General meeting by a show of hands of those present at the meeting, a simple majority of those present being required to secure election.

See "Annual General Meeting" for method of calling for nominations and procedures to be followed.

6. General Meetings

a) Annual General Meeting

The Club shall hold an "Annual General Meeting" once a year for the presentation of reports of the Executive of the year past and the election of the Executive for the year to come. See role of Executive for reports required.

Nominations for Executive and committee positions shall be called for in the Notice of Annual General Meeting which shall be circulated 21 days prior to the date of the Annual General Meeting. A quorum of 12 members of the Club is required for the meeting to proceed (including all members of the Executive). Nominations for Executive and committee positions may be called for at the time of

meeting and will require a proposer, seconder and the agreement of the person nominated.

Members not able to be present may vest their proxy vote in any other member of the Club provided notice of the proxy is given to the returning officer in writing.

The outgoing President shall call for nominations and act as returning officer except for the election of President if the outgoing president is standing for re-election, then the outgoing Vice President shall act as returning officer for this position passing the role of returning officer back to the outgoing President for the election of the remainder of positions.

A simple majority of those members present plus proxy votes is required to elect a person to any of the positions.

The format of the the meeting shall be:

- i) Welcome
- ii) Adoption of minutes of previous Annual General Meeting
- iii) Executive Reports
- iv) Election of Executive and committee
- v) Election of Life Members
- vi) Any other business
- vii) Close of meeting

Members wishing to have matters included within "any other business" shall notify the Secretary in writing not less than 14 days prior to the annual General Meeting. Changes to the Constitution of the Club require a proposer and three seconders to have signed the written notification.

The CORPORATE AFFAIRS COMMISSION being a person declared by the Attorney General by notification published in the Government Gazette on the 28th day of September 1979, to be an approved person for the purposes of Section three of the Evidence (Reproductions) Act, 1967, HEREBY CERTIFIES pursuant to the Statute that this transparency is made as a permanent record of a document in its custody or control. Under delegation from the Commissioner. DATED 30/29/79 FILE NUMBER

b) Special General Meeting

Members shall have the right to call a Special General Meeting of the Club. Any member wishing to call such a meeting shall notify the Secretary in writing giving the details of the motion to be discussed and voted on by the Club and this notice shall be signed by five other members of the Club wishing to support it.

Upon receipt of such a document the Secretary shall call a Special General Meeting of the Club within 28 days, giving members at least 14 days written notice of such a meeting.

All motions voted on at such meetings shall be decided by a simple majority of those members of the Club present. Proxy votes are not accepted at Special General Meetings. Changes to the Constitution of the Club require a different majority - see section "Changes to Constitution".

Unless the subject of any motion the chair at these meetings shall be taken by the President or other such members of the Executive as per Executive committee meetings.

7. Changes to the Constitution or Objectives

Changes to the Constitution or Objectives of the Club shall only be made at Annual General Meetings or Special General Meetings.

Such changes shall be notified in writing to members at least 14 days prior to such a meeting. Such changes must be consistent with the requirements of the New South Wales Business and Consumer Affairs and their rules for incorporation of an association.

For the proposed change to the Constitution or Objectives to take effect it will require a majority of two thirds of the members present at such meetings (proxy votes NOT being accepted) and acceptance by Business and Consumer Affairs, NSW.

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8. Disciplinary Committee

In order to maintain good discipline of members, both on and off the field of play, the Club shall have a disciplinary committee consisting of:

- i) President
- ii) Vice President
- iii) Secretary
- iv) Senior or Junior Teams Liaison Officer (as appropriate to the member being disciplined)
- v) One non Executive, non Committee member, invited to be a member of the Disciplinary Committee

Any matter may be reported to the Disciplinary Committee and they shall decide if that matter requires further discussion. If it is decided a member of the Club has to answer for certain actions they shall be notified in writing of the details of the matter and be required to attend a meeting of the Disciplinary Committee - a minimum of 14 days notice is required. If the member is unable to attend then the reasons why should be given in writing to the Secretary of the Club at least 10 days prior to the scheduled meeting of the Disciplinary Committee.

The Disciplinary Committee may decide to hear the matter in the absence of the member if they consider the reasons for not attending to be unacceptable.

Any member of the Club called before the Disciplinary Committee may bring such witnesses and other persons relevant to the matter to speak on their behalf. The Disciplinary Committee may also call any such person as they believe appropriate to speak at the meeting.

Matters before the Disciplinary Committee shall be decided by a simple majority of its members, the President shall only vote in instances of tied decisions.

The Disciplinary Committee shall notify its decisions to the relevant parties in writing not more than seven (7) days after such meetings and shall present its decisions to the Executive of the Club at its next meeting for ratification.

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Commissioner. Under delegation from the Commission. DATED 30/2/81 NUMBER 30229/71/1

Any person not agreeing with the decision of the Disciplinary Committee may lodge an appeal in writing which shall be heard by the full Executive of the Club whose decision on the matter is final. Such appeals must be lodged not more than 28 days after notification of the Disciplinary Committee's decision, a fee of \$20.00 must be paid at the time of lodging such an appeal which the Executive may, if they uphold the appeal, return to the member.

The Disciplinary Committee shall have the power to:

- i) Suspend from playing
- ii) Suspend from membership
- iii) Revoke (cancel) membership
- vi) Reprimand
- v) Fine
- vi) Ban from the Club's designated home ground

any person it deems to have brought the game of rugby league, the Club or any other associated body into disrepute or to have contravened the Constitution of the Club.

In certain circumstances the Disciplinary Committee or the Executive may refer matters to NSDJRFL Inc for ruling or judgement.

All decisions of the Disciplinary Committee shall be notified to NSDJRFL Inc.

9. Common Seal

The Common Seal of the club shall be kept in the custody of the Public Officer and shall not be affixed to any instrument except by the authority of the Executive and the affixing of the seal shall be attested by the signatures of two (2) members of the Executive and of the Public Officer (or Secretary).

10. By Laws

The Executive shall have the power to make such by-laws not consistent with these rules on such matters as the Executive deems expedient.

11. Books and Records

Except as otherwise provided by these rules the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

These records, books and other documents of the Club shall be open to inspection, free of charge, by any member of the Club, only at any reasonable hour.

12. Winding up

In the event of a two thirds majority of members present at a General Meeting wishing to wind up the Club, the Executive shall be responsible for ensuring the club meets its liabilities from within its assets and disposes of any remaining assets and directing the proceeds of such disposal to the development of junior rugby league within the state of New South Wales. The Distribution of such property shall be in accordance with section 53 of the the Associations Incorporation Act 1984.

13. Life Membership

The election of Life Members shall be by a majority of two thirds of voting members present at a General Meeting of the Club. Nominees for Life Membership shall have a minimum of ten years membership with the Club and not more than two Life Members may be elected annually.

The Privilege of Life Membership allows the holder to vote at General Meetings of the Club and to stand for office.

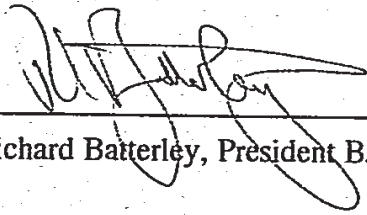
Nominations for Life Membership must be received in writing, be signed by two members of the Club and received by the

Executive a minimum of 21 days prior to the date of the General Meeting.

14. Assets of the club

The Assets of the Club (including all equipment and apparel) shall only be used for the purposes authorised by the Club and remain the property of the Club at all times and may not be used for activities not authorised by the Executive.

This is the annexure of 15 pages marked "Berowra Junior Rugby League Football Club, Constitution" referred to in the Associations Incorporation Act 1984, Form 1, Application for Incorporation of Association signed by me and dated May 23, 1991.



Richard Batterley, President BJRLFC, Applicant

HEREBY CERTIFIED pursuant to the Section that this transparency is made as a permanent record of a document in its custody or control.
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