



CUDGEN HEADLAND JUNIOR RUGBY LEAGUE CLUB INC. CONSTITUTION 2015

Amended October 2017
Amended December 2020
Amended October 2023

NAME

Club shall be named the **CUDGEN HEADLAND JUNIOR RUGBY LEAGUE CLUB INC.** (hereinafter called the Club).

1. OBJECTS OF CLUB

1.1 To carry on `as a Junior Rugby League Football Club in the Cudgen District as defined by the Governing Group.

1.2 To encourage, foster and promote Junior Rugby League in the area as defined by the governing Group.

1.3 To provide and assist the provision of training, conditioning, and teaching facilities for Junior Rugby League.

1.4 To invest and deal with the money of the Club in such a manner as may from time to time be thought appropriate.

1.5 To make donations for patriotic or charitable purposes as deemed necessary by the general committee.

1.6 To conduct meetings as specified by this constitution.

1.7 To send emails, use social media or print leaflets that the club may think desirable for the information of its members.

1.8 To promote goodwill, social fellowship and co-operation amongst members.

2. MEMBERSHIP

2.1 Membership is from January 1st to December 31st of the calendar year.

2.2 All players will be considered Junior Members of the Club when they register to play through the online Play Rugby League site. Their membership is cancelled if they chose to transfer to another club or to stop playing during the season.

2.3 All Non-Players who wish to be a member of the Club must also be registered on the Club's NRL League Net National Database site as a volunteer. Unless they hold a position within the club such as an Executive, Coach, Manager, Sports Trainer, then they must select their position that they hold.

3. MEETINGS

3.1 The meetings of the Club shall be:

3.1.1 Annual General Meeting.

- 3.1.2 General Meetings.
- 3.1.3 Special General Meetings.
- 3.1.4 Executive Committee Meetings.
- 3.1.5 Committee Meetings.

3.2 The Annual General Meeting of the Club shall be held no later than the last Friday in November, and fourteen (14) days' notice of the date and venue of such meeting shall be given by circular or Annual report to every member.

3.3 The General Meetings of the Club shall be held at a venue and time on such nights during the Football season as the Annual General Meeting may decide or at such other time, day and venue as the Executive may decide.

3.4 A special General Meeting may be convened by the Executive through the Secretary, or by the President upon request of not less than eight (8) financial members, and not less than three (3) days' notice to be given to all members in writing of the business proposed to be transacted. Such meeting is to be termed a Special General Meeting.

3.5 The non-receipt of notice of a meeting by any member, due to accidental omission or circumstances beyond the secretary's control shall not invalidate the proceedings of that meeting.

3.6 Executive Committee Meetings may be called by any member of the Executive, through the Secretary, to deal with any urgent business which may arise.

3.7 Committee Meetings shall be held by a Committee elected for a specific purpose during any one year.

3.8 Any meeting may be adjourned for such a time and place as the Chairperson or the majority of the voting members present may resolve.

3.9 The Chairperson may, with the consent of the meeting, alter the order in which the business of the meeting is taken.

3.10 All meetings shall be conducted under correct meeting procedures following the Laws of Debate.

4. QUORUM

4.1 At all meetings (except executive committee and committee meetings) eight members shall form a quorum.

5. VOTING

5.1 Voting shall be limited to the parent or legal guardian of a financial member of Cudgen Headland JRL and any registered adult volunteer of Cudgen Headland JRL for the calendar year that a vote is required.

5.2 Voting at all meetings shall be by show of hands unless any member present who is eligible to vote requests a ballot.

5.3 The Chairperson of any meeting, shall have a deliberate vote in matters and a casting vote if votes are tied.

5.4 That all members must attend two (2) consecutive meetings prior to being allowed a vote on any issues.

6. POWERS OF GENERAL COMMITTEE

6.1 Management

6.1.1 The Executive Officers shall consist of the President, Vice President, Secretary, Treasurer and Registrar.

6.1.2 The Executive Committee shall be elected at the Annual General Meeting by the Financial Members.

6.1.3 Nominations for Office shall not be accepted unless the persons nominated are present, or in the case of their absence written authority to stand for office is received by the Secretary at the time of calling for nominations.

6.1.4 The affairs of the Club shall be controlled and managed by the General Committee and such Sub-Committees or Sub-Committee as it may appoint.

6.1.5 The Executive Committee shall conduct the affairs of the Club in between meetings of the General Meeting Committee.

6.1.6 All decisions and recommendations of the Executive Committee shall be submitted for ratification at the next meeting of the General Committee.

6.2 Visitors

6.2.1 The General Committee shall have the power to admit strangers to, or exclude them from, its meetings, but no stranger shall have the right to vote, but may with the consent of its members present address the meeting.

6.3 Misconduct

6.3.1 The Executive shall have the power to cite or cause to appear before the Executive of the club any of its Members against whom a complaint of conduct contrary to policy or prejudicial to the interests or welfare or image of the Club shall have been made.

6.3.2 Upon any complaint being made of conduct contrary to the Policy or prejudicial to the interests or welfare or image of the Club the Executive shall have the power to deal with such complaint and in exercise of the power hereby conferred may disqualify, suspend or

otherwise deal with any member it finds, after due inquiry, to have been guilty of such conduct provided that before the meeting with the Executive at least seven (7) days' notice in writing of such meeting and of what is alleged shall be given to the member. The member shall at such meeting and before the Executive reaches a decision on such complaint have had an opportunity of giving orally or in writing any explanation or defence deemed appropriate.

6.3.3 Any member failing to appear before the Executive when called upon, shall be suspended until the member appears.

6.3.4 The decision of the Executive in respect of such matters shall be final subject only to the right of appeal to the Club Appeals Committee, providing such an appeal is in the hands of the Secretary no later than fourteen (14) days after the date of notification of the Executives decision.

7. DUTIES OF OFFICIALS

PRESIDENT

7.1 At all meetings the President shall take the chair. In the absence of the President the Vice President shall preside or in their absence, the meeting shall elect a Chairperson.

HONORARY SECRETARY

7.2 The Honorary Secretary shall attend to the business of the Club. The Honorary Secretary shall receive and reply to all correspondence and shall carry out duties as required by the Club.

7.3 The Secretary shall keep a register of current members and all papers, books and property of the Club, necessary to maintain the position.

7.4 The Secretary shall prepare, circulate and present the Clubs Annual Report and the Financial Statement as provided by the Treasurer.

7.5 The Secretary shall keep the minutes of each meeting and shall produce same when required by the Chairperson of a meeting.

TREASURER

7.6 The Treasurer shall receive all monies on behalf of the Club and issue receipts for the same, as well as pay all accounts, for which receipts must be produced and keep such books necessary to show the financial affairs of the Club.

7.7 The Treasurer shall produce a financial summary once per month to the General committee of the Club.

7.8 The Treasurer shall produce to the auditors, books, papers and records for the purpose of audit

7.9 The Treasurer shall prepare a summary of financial transactions for the financial year for inclusion in the Clubs annual report as soon as practicable. The financial year end will be 30 September of each year. The financial statements must give a true and fair view of the Club's affairs.

REGISTRAR

7.10 The Registrar of the Club shall establish and maintain a register of members of the Club specifying details such as name, address and date of joining the Club.

7.11 The Registrar of the Club shall establish and maintain a register of players of the Club specifying details such as photo, name and address, date of birth and registration number.

8. ALTERATION TO CONSTITUTION

8.1 This Constitution together with any Rules or By-Laws made hereunder shall be altered only by a resolution of the Club at the Annual General Meeting or at any meeting specially convened for the purpose.

8.2 Notice of any meeting to amend, add to, or repeal any provision of this Constitution shall be given in writing to the Secretary of the Club signed by its proposer and seconder and shall specify the particular clause of the Constitution, Rule or By-Law, which it is proposed to amend, add to or repeal and the precise nature of the proposed alteration.

8.3 Any such motion shall not be put to a meeting of the Club unless each member of the Club has been given twenty-one (21) days' notice of such meeting and a copy of the notice of motion bearing the names of the proposer and seconder.

8.4 Any such motion shall be declared lost unless three-quarters (75%) of those present and eligible to vote, vote for its adoption.

8.5 If any such motion is lost it shall not be resubmitted for consideration at a meeting of the Club until after a period of three (3) months from the date of the meeting at which the motion was lost.

9. STANDING ORDERS

9.1 Order of business for a general meeting shall be,

- Attendances taken
- Apologies noted
- Minutes of previous meeting read and accepted
- President's Report
- Secretary's Report
- Treasurer's Report
- Registrar's Report
- Other Committee Members present who have reports available.

- General business. Each person in attendance gets an opportunity to discuss anything relevant.
- Next meeting date set
- Meeting closed.
- Written minutes must be kept for each meeting.

9.2 Order of business for a Special General Meetings and Executive Meetings shall be,

- a. Apologies
- b. Business for which the meeting was convened
- c. Other urgent business.

Written minutes will be kept for Special General Meetings and Executive Meetings and are to be submitted into the next General Meeting to be accepted.

10. HONORARIUMS

10.1 The President and Secretary shall each receive an honorarium in the sum of \$200.00 being compensation for incidental expenses incurred in the carrying on of their duties during each season.

11. SERVICE AWARDS

11.1 **5 Year Service Award.** A player who has played 5 seasons with Cudgen Headland JRL. This award shall consist of a plaque or medal in a case, with the players name, club name and the year they gained this award.

11.2 **10 Year Service Award.** A player who has played 10 seasons with Cudgen Headland JRL. This award shall consist of an NRL jersey of the players choosing to be awarded with a plaque or medal in a case, with the players name, club name and the year they gained this award.

11.3 **Lifetime Player Award** A player who continuously played every age group at Cudgen Headland JRL for all possible age groups. This award shall consist of a piece of memorable significant to their junior career.

11.4 The calculation of the years served by a player shall count as 1 year for every season played.

11.5 If a player plays for another Club, due to the Club being unable to provide a team to play in and returns immediately when a team is available, service shall be deemed to be continuous. For this to take effect the player must have registered with Cudgen in the season then be transferred out due to the team not having significant numbers.

11.6 When a team wins the Premiership for their age the committee will give a \$25 per player Premiership Reward. For them to receive this money the coach must submit a request to the committee stating what this money will be spent on.

12. JERSEY'S

12.1 New Club playing jerseys are ordered every two (2) years. This can be extended if the Executive and general committee members agree that for extenuating circumstances this needs to be done.

12.2 When the new playing jerseys are ordered the ones from the previous year are to be given out to the players from that season at the presentation day. All remaining jerseys are to be returned to the Club.

12.3 The exception to this is if any Under 16 team wins the Grand Final, they receive the Jerseys for their premiership reward.

12.4 In the year that the Jerseys are not given out to the players the Under 16 side have the option to fundraise or seek sponsorship to keep the Jerseys. Fundraising/sponsorship must cover the cost of the full set of Jersey's. In the year that the Jerseys are not given out to the players any outgoing U17 female players (must be finishing their JRL careers, aged 17) have the option to purchase their individual jerseys. The price will be set on the cost of a replacement jersey.

13. MISCELLANEOUS

13.1 If the situation arises that this constitution is not clear or does not cover the issue than the most current Group 18 Constitution and By-laws will be used to decide the action that the Club will take.