

EASTS CARINA JUNIOR RUGBY LEAGUE FOOTBALL CLUB INC.

CONSTITUTION

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EASTS CARINA JUNIOR RUGBY LEAGUE FOOTBALL CLUB INC.

CONSTITUTION

Name.

1. Easts Carina Junior Rugby League Football Club Inc. is the name of the association which is referred to in these rules as the “Club”.
2. The Club functions as an independent association affiliated with the Brisbane Division Junior Rugby League Limited and Eastern Suburbs District Rugby League Football Club.
3. The Club must not dissolve without first giving adequate notice to Brisbane Division Junior Rugby League Limited.
4. The Club must not change its name without the consent of the Brisbane Division Junior Rugby League Limited.

Headquarters.

5. The Headquarters of the Club are located at the Leo Williams Oval, Creek Road, Carina but the Club may relocate to other headquarters from time to time as the Management Committee decides.

Colours

6. The colours of the Club are Gold, White and Black.
7. The Management Committee has power to determine the design of the playing and other uniforms for the club from time to time.
8. Uniforms and jerseys supplied free by the Club remain the property of the Club until otherwise determined. At the end of each season the Management Committee may in its discretion, distribute those uniforms or jerseys to all players or to certain classes of players.
9. The Management Committee may require a member to pay the cost of replacement of a uniform or jersey supplied free by the Club lost by the player but damage to a jersey in the course of play is at the risk of the club.

Objects

10. The objectives and goals of the Club are:-
 - 10.1. To promote, foster and control Junior, and Senior Sub-Districts Rugby League Football within the boundaries from time to time defined by Brisbane Division Junior Rugby League Limited and Brisbane Division Sub Districts.
 - 10.2. to cultivate health, fitness and a sense of community amongst young people through the promotion of Rugby League and other related sports,
 - 10.3. To provide facilities for members’ use in playing or supporting Rugby League and related sports.
 - 10.4. To promote and maintain good fellowship amongst Members.

Powers

11. The association has the powers of an individual or Corporation to act in the pursuit of its objects.
12. The association may, for example, exercise power:-
 - 12.1. To enter into contracts;
 - 12.2. To acquire, hold, deal with, give security over and dispose of property;
 - 12.3. To make charges for services and facilities it supplies;
 - 12.4. To borrow money and to pay interest but if the money is borrowed from members, it must be on terms not more favourable to the members than would be available to it in the general marketplace.
 - 12.5. To apply for grants from Government and other organisations.
 - 12.6. to invest funds held by the Club in a way the Management Committee may from time to time decide.
 - 12.7. to issue secured and unsecured notes, debentures and debenture stock for the association.
 - 12.8. to obtain and hold any licence or permission necessary to provide facilities to members
 - 12.9. To engage in fundraising and to take or reject any gift of property, money or goods whether subject to any special trust or not.
 - 12.10. To erect, maintain, improve or alter any building or sporting fields and facilities for the purposes of the Club.
 - 12.11. To conduct a canteen for the benefit of members and visitors.
 - 12.12. To employ staff or engage contractors to provide services to the Club or its members and do all things an employer or head contractor may do in the management of staff and contractors.
 - 12.13. To render aid either financial or by other means to clubs or associations affiliated with the QUEENSLAND RUGBY FOOTBALL LEAGUE provided they are clubs or associations the rules of which prohibit the distribution of surplus funds to members.
 - 12.14. to establish an official Publication and utilise any other suitable publication for the dissemination of items of interest to members and for recording the activities of the Club.
 - 12.15. To indemnify any person whether a member of the Club or not who may incur any personal liability for the benefit of the Club and for that purpose to give such person mortgages, charges or other security over the whole or any part of the real or personal property present or future of the Club.
 - 12.16. To do any other things necessary or convenient to be done in carrying out its affairs.

MEMBERSHIP

Application

13. A person who wishes to become a member of the Club must apply on the prescribed form, which must be signed by two members of the club who are eligible to vote at meetings as proposer and seconder. The applicant must tender the required subscription with his/her application form.
14. The application must be submitted to the next convenient Management Committee meeting. The Management Committee must decide on the acceptance or rejection of the application by a resolution of a majority of the Members of the Management Committee present and voting at that meeting
15. The categories of membership of the Club are:-

Ordinary Members which includes adult playing members;

Life Members;

Honorary Vice-Presidents.

Junior Playing Members

Ordinary Members

16. Ordinary Members may vote at any General Meeting held by the Club, are eligible to hold office within the club and are entitled otherwise to full privileges of the Club upon payment of an Annual Subscription. The Annual Subscription is due on the 1st March each year unless otherwise decided by the Management Committee. An Adult Playing Member has all the rights and privileges of an ordinary member but may be required to pay different subscriptions, fees or levies.

Life Members

17. Life Membership may be granted to any person who has given outstanding service to the Club over a substantial period of time in excess of ten years. A player with continuous playing service to the club of twenty years must be considered by the management committee for nomination for election to life membership.
18. In addition to any player nominated under clause 17, the Management Committee may nominate not more than one male and one female person for election to life membership each year but need not do so. Any nomination for election to life membership must be included in the agenda for the next Annual General Meeting.
19. A person who has been nominated by the Management Committee may be elected to be a Life Member of the Club by a special resolution at an annual General Meeting.
20. A Club Life Membership Badge is presented to each Life Member.
21. Life Members may vote at any General Meeting held by the Club, are eligible to hold office within the club are entitled otherwise to full privileges of the Club without payment of the prescribed Annual Subscription.

Honorary Vice-Presidents

22. The Management Committee may nominate Honorary Vice-Presidents to be elected for a particular year. An Honorary Vice President need not be a member of the club at the time of nomination .
23. The election of an Honorary Vice President is decided by a resolution of a majority of the Members assembled at a General Meeting.
24. The term of appointment of an Honorary Vice President continues until the end of the next Annual General Meeting unless terminated earlier in accordance with these rules.
25. The Secretary must notify each vice President of his or her appointment.
26. If the Honorary Vice President accepts the position and the responsibilities of membership in writing, he/she is eligible to vote at General Meetings held by the Club, to hold other office in the Club, to participate in all the affairs of the Club and to attend all Social Functions held by the Club in the year for which they are elected.

27. Honorary vice-presidents shall not be liable to pay annual subscriptions in the year of appointment.

Junior Playing Members

28. Junior Playing Members are be entitled to all the privileges of membership and are bound by the rules by-laws and policies of the club but they are not entitled to vote at meetings or elections or to hold office other than ceremonial office.

Waiving of Subscriptions

29. If any Member cannot meet his/her financial obligations to the Club through illness or financial hardship, the Management Committee may waive all or part thereof, postpone or suspend his or her obligation to pay membership or other fees for whatever time and under whatever conditions it thinks fit. .

Voting

30. Except as otherwise provided in these rules, only those Ordinary Members who have paid all fees, fines and levies which are due and payable as at the 31st October of each year are eligible to vote at the ensuing Annual General Meeting or other General Meetings held by the Club

No Proxy Votes

31. No Member may vote at any meeting of the Club unless he or she attends in person.

Resignation of Members

32. A Member may resign from the Club, or from any official position which he/she may hold within the Club, at any time, by tendering his/her resignation to the Secretary in writing. That resignation may be accepted by the Management Committee at its next meeting, and, if accepted, it takes effect from the date of acceptance. Resignation does not relieve any member from liability to pay any subscription or of any other moneys due or payable by him/her to the Club at the time of such resignation.

MEETINGS

The Annual General Meeting

33. The Annual Meeting of the Cub must be held not later than the 15th day of November in each year.
34. Not less than seven days notification of the date, time and place appointed for Annual General Meetings must be given in a local newspaper, and on the notice board of the club. Additional notification may be given on the notice board of the Carina Leagues Club and otherwise as the Management Committee decides is necessary to give adequate notice to members.
35. The business of the Annual General Meeting is to:
- Read and adopt the minutes of the previous Annual General Meeting and any other General Meetings held since the previous Annual General Meeting.
 - Receive and adopt the Annual Report
 - Receive and adopt the Financial Reports and Auditors Report.
 - Conduct an election of Officers.
 - Appoint an Auditor for the next year
 - Appoint any other Honorary officers the Club wishes to appoint
 - Determine any Notices of Motion.

Deal with General Business.

Special General Meetings

36. A Special General Meeting may be convened by the Management Committee.
37. A Special General Meeting must be convened on the receipt of a written requisition complying with this rule signed by at least seven (7) Members qualified to vote at any such meeting. The requisition must state the purpose of the meeting and the proposed resolution or special resolution to be put to the meeting.
38. At least 7 days notice in writing of Special General Meetings must be given to all members qualified to vote at the meeting personally or by post as required by the rules of the Club. The notice must state the terms of the resolutions to be put to the meeting.
39. Nothing in this clause prevents the amendment of motions (agreed to by the meeting) of which notice has been given so long as the subject matter and tenor of the amended motion is similar to that of which notice has been given.

Management Committee Meetings

40. The Management Committee must meet for the transaction of business whenever and wherever it decides. However, the interval between any two Meetings must not exceed two (2) weeks during the playing season and monthly thereafter unless the Management Committee decides otherwise.
41. The President must occupy the chair at all Meetings of the Club and of the Management Committee but if he or she is unavailable the Senior Vice president must do so. If both the President and the Senior Vice-president are unavailable the meeting may elect a Chairperson.
42. The Management Committee must place before the Annual General Meeting a Report on the activities of the Club, a Financial Report and an Auditor's Report on the business transacted on behalf of the Club since the previous Annual General Meeting.
43. A Member of the Management Committee must not disclose the confidential business of the club. The Management Committee may declare a particular item of business to be confidential business by majority vote in a meeting. That declaration must state the period for which the business is to remain confidential. That period must be as short a period as is reasonable and necessary in the interests of the Club having regard to the need to allow Management Committee members to make reasonable and proper disclosure to members about the operations of the club.

Attendance at Meetings

44. Members must sign the Attendance Book at all Meetings of the Club.

Visitors at Meetings

45. The Chairman of a meeting (whether at the request of a member or of his her own volition) may invite a visitor to attend the meeting. The presence of the visitor must be announced to the meeting at the earliest possible opportunity. A member may propose that the visitor be excluded from all or part of the meeting and members may object whereupon the members present may decide by majority to revoke the invitation or exclude the visitor for part or all of the meeting.

OFFICIALS AND COMMITTEE

Office Bearers

46. The Office Bearers of the Club are -
- Patron and vice-Patron
 - President
 - Immediate Past President
 - Honorary Secretary
 - Honorary Asst. Secretary
 - Honorary Treasurer
 - Honorary Asst. Treasurer
 - Auditor
 - 2 Delegates to BDJRFL
 - 2 Delegates to Brisbane Division Sub Districts
 - Senior Vice-President
 - Honorary Vice- Presidents

Committee

47. The Management Committee is made up of .
- President
 - Honorary Secretary
 - Honorary Asst. Secretary
 - Honorary Treasurer
 - Honorary Asst. Treasurer
 - 2 Delegates to BDJRFL
 - 2 Delegates to Brisbane Division Sub Districts
 - Senior Vice-President
48. The Annual General Meeting may elect as additional members of the Management Committee, Vice -Presidents or Members nominated.
49. All Members of the Management Committee of the Club, must be Members in one of the following categories:-
- Ordinary Members including adult playing members (who must be members who are eligible to vote)
 - Honorary Vice-Presidents who have accepted the appointment and responsibilities of membership in writing
 - Life Members
50. The Members of the Committee may be varied in number from time to time on a resolution of the majority of the Members present at any Annual or General Meeting but there must be at least four.

Election

51. Office Bearers and members of the Committee excepting the auditor, are elected at the Annual General Meeting and shall hold office until their successors are appointed. The auditor may be

appointed by resolution at the annual general meeting but if not so appointed shall be appointed as soon as possible thereafter by the Management Committee.

52. Nominations for the various positions must be made in writing and must be signed by two (2) Members who are eligible to vote. The Nominee must consent in writing to act if nominated. The nomination must be lodged not later than one (1) week prior to the Annual General meeting. All retiring Office Bearers are eligible for re-election. If no nomination for a particular office has been received at the time of the annual general meeting, nominations from the floor duly seconded may be received provided that the nominee is present and indicates his/her consent or has given his/her consent in writing.
53. If nominations for any office are in excess of the number required, election shall be by secret ballot, each ballot being exhaustive.
54. The President must appoint two scrutineers. A member may object to either or both scrutineers. If duly seconded, objections must be determined by ordinary resolution until there are two acceptable appointees. The Scrutineers so appointed should open ballot papers and count votes, and the result of the Ballot must be handed to the chair to announce the result. A Scrutineer must not officiate at his own election to any position.
55. All Nominees are to be admitted to the first Ballot. Should any Nominee obtain an absolute majority at the first Ballot he/she is elected. All with the exception of one over the required number shall be eliminated in the first ballot except when two or more receive equal numbers of votes for the last position of the number required, in which case only the dead heaters shall be included in the final Ballot. In the final Ballot, the number in excess of the number required for the positions are eliminated. If there is a tied vote for the final position it must be decided between the dead heaters by drawing lots.
56. Should the office of President become vacant, the Senior Vice-President shall automatically become President and the Office of Senior Vice-President shall be deemed vacant. If any office other than that of President become vacant the Management Committee may appoint an eligible person to the vacant office until the next Annual General Meeting.

Club Year

57. The business of the Club commences on the 1st day of October each year and concludes on the 31st day of September of the following year. (changed by special resolution passed 21 July 2003 accepted by Dept Fair trading by letter 11/9/03 see attached)

Alteration of rules

58. Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
59. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

TERMINATION OF MEMBERSHIP AND DISCIPLINARY MATTERS

Appointment of the Disciplinary Committee

60. At its first meeting after each annual general meeting, the Management Committee should appoint the members of the disciplinary committee until its first meeting following the next annual general meeting.

61. The committee so appointed must consist of at least three members. One or more of the members must be a member of the executive committee.
62. The Management Committee may appoint two or more reserve disciplinary committee members who may substitute for the appointed members in case of unavailability for any reason of that member.
63. The Disciplinary Committee may appoint a person with legal qualifications to assist in the conduct of a particular complaint. The person so appointed may take part in the proceedings or he/she may be consulted in the course of deliberations of the Disciplinary Committee.

Powers of the Disciplinary Committee

64. The Disciplinary committee has the power to deal with and adjudicate on any complaints in regard to the misconduct of any Member (including a life member) and to summon any member on reasonable notice to attend any meeting convened for the purpose of investigation and consideration of matters before it and to require that member to state truthfully what he or she knows of the matter in issue.

Misconduct

65. Misconduct for the purposes of these rules is conduct which is contrary to the policies, interests or welfare of the Club. Without limiting the power of the Management Committee or the Disciplinary Committee to determine that any particular conduct amounts to misconduct for the purposes of these rules, misconduct shall include the following:-
 - 65.1. The use of abusive, obscene language on the club premises or at any fixture or function connected with the club.
 - 65.2. Assaulting or threatening to assault any person on the club premises or at any fixture or function connected with the club.
 - 65.3. Stealing.
 - 65.4. Wilful damage or destruction of property of the club or other organization.
 - 65.5. The conviction of the member for any indictable offence.
 - 65.6. Failing without good cause to appear in response to a summons or request by the Management Committee and failure without good cause to produce documents or refusal without good cause to answer or failure to answer truthfully the questions of the Management Committee or the Disciplinary Committee or other sub-committee to which the power to summon witnesses and to request information has been delegated by the Management Committee.

Disciplinary Procedure

66. Any complaint alleging misconduct against any Member or Officer must be in writing signed by the complainant and must be delivered to the Hon. Secretary within seven (7) days of the discovery of the alleged misconduct or such further time as the disciplinary committee considers is reasonable.
67. The Disciplinary Committee has the power to cite or cause to appear before it, any Member against whom a complaint for misconduct, or any infringement of the laws of the Club has been laid.

68. When dealing with or adjudicating on any complaint against a Member or Officer of the Club, the Disciplinary Committee, must act in accordance with the principles of natural justice and good conscience, and must make full inquiry before determining its verdict in accordance with those principles.
69. The Member complained against must be given written particulars of the complaint and notice of the time date and place that the complaint will be considered by the disciplinary committee.
70. The member complained against must be given an opportunity to be heard about the complaint either orally or in writing or both as the disciplinary committee considers necessary to do justice to all concerned.
71. If the member complained against is given adequate notice and does not appear or does not make any written or oral submission at or before the appointed time for hearing , the disciplinary committee may proceed to hear and determine the complaint having regard to the evidence it has in its possession at that time.
72. In the event of any Member being judged guilty of misconduct, the Disciplinary Committee may resolve to expel, suspend, fine or reprimand such member or to direct that member to apologise for his or her misconduct or remove that member from any office of the Club which he/she holds and the Secretary shall notify the member in writing accordingly.
73. If the matter arises from a complaint from a member, the secretary must notify the complainant in writing of the decision of the disciplinary committee.
74. Where any penalty determined by the Disciplinary Committee constitutes or includes suspension, expulsion from the Club or removal from office, such suspension, expulsion or removal shall operate from the date on which it is imposed until an appeal therefrom is finally determined and allowed.
75. Where any penalty determined by the Disciplinary Committee is a fine, the fine shall be due for payment on the date which is the later of :-
The expiry date of any appeal period
A later date that the Disciplinary Committee allows
If an appeal is lodged in time, and the fine penalty is upheld or a fine is imposed on appeal instead of another penalty, 7 days after the appellant is informed of the result of the appeal
76. All fees or Levies paid by any Member who has been either suspended or expelled, shall be forfeited.

Removal from Name from Roll of Members

77. If a Member has not paid the annual subscription twelve weeks after it has become due or if the member is more than twelve weeks in arrears of or any levies which may have been imposed by the Management Committee or has failed to pay any fine or monetary penalty for fourteen- (14) days after the date on which the fine is due for payment, the secretary may remove his/her name from the roll of members and he /she shall cease to be a member from the date of such removal. Nothing in this rule prevents a member from being readmitted to membership upon due application, but any arrears of fines or levies must be paid as a condition of such readmission.

Appeals

Appeal Against Decision of the Disciplinary Committee

78. A member who is dissatisfied with a decision of the Disciplinary Committee may give the secretary written notice of the person's intention to appeal to the Management Committee against the decision.
79. Despite the rule in the last preceding paragraph, if the person complained against does not make a written or oral submission to the disciplinary committee about the complaint he/she may only appeal on the grounds that the disciplinary committee had no jurisdiction in the matter or that the penalty imposed is excessive and may not challenge the findings made by the disciplinary committee.
80. A notice of intention to appeal must be given to the secretary within seven days after the person receives written notice of the decision or such further time as the Management Committee may allow in special circumstances.
81. If the secretary receives a notice of intention to appeal, the secretary must refer the appeal to the next meeting of the Management Committee. The Management Committee must fix a date and place for hearing with as little delay as is reasonable and the secretary must notify the appellant and the complainant in the original complaint of the time date and place of the meeting of the Management Committee at which the appeal is to be heard.
82. On the hearing of the appeal, the Management Committee must consider all documents considered by the Disciplinary Committee and the decision of the disciplinary committee and the reasons for its decision.. The appeal is not to be by way of rehearing unless the Management Committee decides that it is necessary to do so to do justice to all parties interested in the matter. The Management Committee should only receive and hear further evidence if the person seeking to tender the further evidence gives notice of his/ her intention to do so and if the Management Committee is satisfied that the evidence was not put to the disciplinary committee for good reason.
83. On the appeal, subject to the last preceding rule, the appellant and the complainant must be given a full and fair opportunity to be heard.
84. An appeal must be decided by a majority vote of the members of the Management Committee present at the meeting.
85. A member of the Management Committee who is also a member of the disciplinary committee is not disqualified from taking his/her place on the hearing of the appeal.
86. The Management Committee may appoint a person with legal qualifications to assist in the conduct of a particular appeal. The person so appointed may take part in the proceedings or he/she may be consulted in the course of deliberations of the Management Committee.

Appeal against rejection of membership application

87. A person whose application for membership has been rejected, may give the secretary written notice of the person's intention to appeal against the decision.
88. A notice of intention to appeal against rejection of membership application must be given to the secretary within 1 month after the person receives written notice of the decision.

89. If the secretary receives a notice of intention to appeal against rejection of membership application, the secretary must call a general meeting within 3 months after the day of receipt to decide the appeal.
90. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
91. The Management Committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
92. An appeal must be decided by a vote of the members present at the meeting.
93. If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

DUTIES OF THE OFFICE BEARERS

94. Unless duties are reassigned by the management committee, the office bearers shall have the duties set out in this part.

President

95. The President presides over all Meetings of the Club and ensures that the Rules are impartially administered. He/She prepares the Annual Report in conjunction with the Secretary and He/She presents the Annual Report for consideration and adoption.

Vice-Presidents:

96. The Vice-Presidents preserve proper order and decorum, and in the absence of the President, the Senior Vice-President occupies the Chair. In the absence of both the President and the Senior Vice-President, the Meeting shall have the power to elect a Chairperson.

Honorary Secretary

97. An Honorary Secretary must be appointed and will attend to the Business of the Club. He/She receives all correspondence and replies where required in accordance with the direction of the Management Committee. He/She carries out all the Secretarial duties as required by the Club. He/She must cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Meeting of the Management Committee, Sub-Committees and Members to be entered in Minute books to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. Minutes about business declared to be confidential by the Management Committee may be kept separately by the Secretary for so long as the declaration is current. Minutes about confidential business may be withheld from availability for inspection for so long as the declaration is current.
98. The Secretary must refer all matters of urgency to the Executive Committee and all other matters to the Management Committee for action.
99. He/She, together with the President is responsible for the preparation of the Annual Report.
100. He/She must furnish the Secretary of the Brisbane Division Junior Rugby League Limited each year with a copy of the Club's Annual Report and Financial Statement duly audited.

101. If a vacancy happens in the office of secretary, the members of the Management Committee must ensure a secretary is appointed or elected for the Club within 1 month after the vacancy happens.
102. The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is a member of the Club elected by the Club as secretary; or in the absence of any available eligible person notwithstanding eligibility provisions in these rules, any of the following persons appointed by the management committee
- a member of the Club's management committee;
 - a member of the Club;
 - another person.
103. The Management Committee may remove the Club's secretary appointed by it at any time without cause but may not remove a duly elected secretary except for misconduct.
104. Immediately on relinquishing his office, the Secretary must deliver, or cause to be delivered to the President or to the newly appointed Secretary, all books, records, vouchers, documents, etc. and all monies belonging to the Club.

Honorary Treasurer:

105. The Honorary Treasurer must keep a faithful record of the income and expenditure of the Club and report the financial position of the Club at each Ordinary Meeting of the Committee. He/she must receive all moneys in accordance with these rules not later than fourteen (14) days of the date of receipt of such moneys by him. He shall submit to the Annual General meeting an Audited Statement of his accounts for the preceding year, which shall terminate on the 31st day of October each year.
106. He/she must, prior to the Annual Meeting, submit the Club's accounts for audit to the Auditor appointed by the Club.
107. He/she must submit a Financial Statement at least once a month to the Management Committee.
108. He/she is responsible for the preparation and presentation of the Financial Statement at each Annual General Meeting.
109. He/She must provide the auditor with the information necessary to enable the audit to be conducted and the auditors report to be prepared in time for the Annual General Meeting.
110. Immediately on relinquishing his/her office, the Treasurer must deliver, or cause to be delivered to the President, or the newly appointed Treasurer, all books, vouchers, documents, etc., and all moneys belonging to the Club.

Auditor

111. The Auditor must at all times have access to the Club's and Committees' books of account, vouchers, documents and relevant matters, and has the right to require explanations relative to the finances and affairs of the Club and its accounts from the President, Secretary or Treasurer or any other Member. He/She must conduct an Annual Audit or special audits and investigations when required by the Management Committee of the Club.

Duties of Officials

112. Managers, the Honorary Assistant Treasurer, Delegates, the Director of Coaches, Hon. Assistant Secretary, Coaches together with the abovenamed office bearers of the club perform their

functions in accordance with the policies of the club, the duty statements of their respective positions and the directions of the Management Committee or (in an emergency) the executive as resolved in a duly constituted meeting from time to time.

113. Notwithstanding the specific tasks assigned above the Management Committee may transfer responsibility for one or more of the tasks so assigned to another office bearer but notice of such transfer must be given to all officers effected by the transfer of duties in writing.

REMOVAL OF OFFICERS

Procedure

114. Any Member of the Management Committee who has been duly elected or appointed to fill a vacancy must be removed from office if he/she ceases to be a member of the Club or falls into arrears in payment of fines levies or fees such that he / she is liable to be removed from the roll of members in the terms of these rules.
115. Any Member of the Management Committee who has been duly elected may be removed from office by a three quarters majority of the Management Committee present and voting if the Management Committee and the member of the Management Committee has been given at least 3 days notice of the motion to remove if that officer if He/she: -
- 115.1. absents himself from three (3) consecutive meetings of the Committee without the leave or approval of the Committee, or from three (3) consecutive General Meetings of the Club without the leave or approval of such meetings.
- 115.2. fails to perform his/ her functions as required or in accordance with these rules and or the duty statement policies and by laws of the club or is guilty of serious neglect in the performance of those duties

Filling Vacancies

116. The Management Committee may fill any vacancy in the Management Committee that occurs. The Member appointed must be a member who is eligible to vote at General Meetings of the Club at the time he/she takes up the appointment. The member so appointed holds office only until the next General Meeting when an election must be held to fill the vacancy.

MANAGEMENT COMMITTEE

Powers

117. Subject to these rules or a resolution of the Club members carried at a general meeting, the Management Committee has
- 117.1. the general control and management of the administration of the affairs, property and funds of the Club; and
- 117.2. authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent.
118. The Management Committee may make, amend or repeal by-laws, policies and duty statements, not inconsistent with these rules, for the internal management of the Club.
119. A by-law, rule, policy and duty statement may be set aside by a vote of members at a General Meeting of the Club. Members must comply with By-laws and Policies and appointees to positions must comply with the duty statement of their positions.

120. Without limiting the power granted by the last preceding paragraph, the Management Committee and any Sub-Committee to which the Management Committee delegates the power may exercise the powers of the club including the power
- 120.1. To enter into contracts;
 - 120.2. To acquire, hold, deal with, give security over and dispose of property;
 - 120.3. To make charges for services and facilities it supplies;
 - 120.4. To borrow money and to pay interest but if the money is borrowed from members, it must be on terms not more favourable than would be available to it available in the general marketplace.
 - 120.5. To apply for grants from Government and other organisations.
 - 120.6. to invest funds held by the Club.
 - 120.7. to issue secured and unsecured notes, debentures and debenture stock for the association.
 - 120.8. to obtain and hold any licence or permission necessary to provide facilities to members
 - 120.9. To engage in fundraising and to take or reject any gift of property, money or goods whether subject to any special trust or not.
 - 120.10. To erect, maintain, improve or alter any building or sporting fields and facilities for the purposes of the Club.
 - 120.11. To conduct a canteen for the benefit of members and visitors.
 - 120.12. To employ staff or engage contractors to provide services to the Club or its members and do all things an employer or head contractor may do in the management of staff and contractors.
 - 120.13. To render aid either financial or by other means to clubs or associations affiliated with the QUEENSLAND RUGBY FOOTBALL LEAGUE provided they are clubs or associations the rules of which prohibit the distribution of surplus funds to members.
 - 120.14. To indemnify any person whether a member of the Club or not who may incur any personal liability for the benefit of the Club and for that purpose to give such person mortgages, charges or other security over the whole or any part of the real or personal property present or future of the Club..
 - 120.15. to summon any member to attend any Committee meeting or Special meeting convened for the purpose of furthering the interests and good government of the Club and to require that person to provide information and documents and to delegate that power to a sub-committee or person.
 - 120.16. To settle disputes in connection with the affairs of the Club in which the decision of the Management Committee shall be final.
 - 120.17. To do other things necessary or convenient to be done in carrying out the Club's affairs.

Executive Committee

121. The Executive Committee shall comprise of the President, Secretary, Treasurer, and Senior Vice-President.
122. The powers of the Executive Committee will be: -

- 122.1. To consider matters of Club policy, to formulate and make submissions to the Management Committee of the Club on those matters.
- 122.2. To supervise the conduct of all sub-committees to ensure that they perform their functions and report to the Management Committee as these rules and the interests of the Club require, but this rule does not empower the executive to direct any sub-committee in the performance of their functions but only to advise the sub-committee and investigate and report any perceived deficiency to the Management Committee.
- 122.3. To act as a tribunal (in the absence of the appointment by the Management Committee of a disciplinary tribunal) to adjudicate in all matters relating to disputes and breaches of discipline within the Club.
- 122.4. In an emergency, and when there is insufficient time to convene a meeting of the Management Committee, to exercise the powers of the Management Committee only to the extent that the emergency requires and to report to the next Management Committee meeting all the circumstances and seek ratification of the decision.

MEETINGS AND PROCEDURE

Quorum

- 123. At all General Meetings of the Club, twenty (20) or more Members of the Club who are eligible to vote form a Quorum.
- 124. At all Management Committee Meetings of the Club, four (4) members of the Management Committee form a Quorum.
- 125. At all sub-committee Meetings, half the number of members of that committee plus one forms a quorum.

Notice Of Motion

- 126. Notice of Motion to be moved at a meeting to add to, to rescind or amend these rules or any other business proposed to be transacted at any Annual General Meeting other than the ordinary business or at a Special General Meeting shall be given in writing together with the name of the proposer and seconder to the Secretary of the Club, in time to allow him/her to give seven (7) days clear notice to members.

Standing Orders

- 127. The following shall be standing orders for meetings of the Club and of the Committee:
 - 127.1. The President (or in his absence, the Senior Vice-President) presides at all meetings of the Club and of the Management Committee. In the absence of the President and Senior Vice-President, the meeting shall have the power to elect a Chairman.
 - 127.2. In the event of a Quorum not being present within thirty (30) minutes after the time appointed for the meeting, the meeting lapses.
 - 127.3. The first meeting of the incoming Management Committee must be held within fourteen (14) days after the conclusion of the Annual General Meeting each year.
- 128. The order of business is: -
 - Apologies
 - Reading and confirmation of the Minutes of the previous meeting.

Business arising out of the Minutes of the previous meeting
Correspondence and action thereon
Hon. Secretary's Report
Hon. Treasurer's Report
Delegates reports
Reports of Sub-Committees
Reception of Notices of Motion
Consideration of Motions on which due notice has been given
General Business.

129. Members, other than the proposer, are allowed to speak only once to a Motion, but may raise a point of order, or seek permission from the chair to correct a mis-statement, but no second speech maybe allowed without permission from the chair except when speaking to an amendment. The Proposer of a Motion is allowed a right of reply. At any stage of the discussion of any subject, a member may move "that the question be put" without further discussion and on that motion being seconded and carried, the Chairman must immediately put the Motion.
130. Any decision or ruling of the Chairman, including a decision to adjourn, may be dissented from and over-ruled by a simple majority vote of the members present; but a Motion to dissent from the Chairman's ruling shall be put without discussion.
131. Unless a vote by ballot is required by a member, voting at all meetings is by a show of hands, which shall be conclusive on the declaration of the result by the Chairman.
132. The Chairman of any meeting has a primary as well as a casting vote.
133. Any meeting may be adjourned or postponed to any time and place by the Chairman, or on the resolution of a majority of the members present at any meeting of the Club.
134. The President may direct the Secretary to call a Special meeting of the Management Committee by giving three (3) days notice to the members of the Committee.
135. No member of the Committee may leave the room whilst a meeting is in progress, without the Chairman's permission.
136. Subject to these Rules, these standing orders must be adopted in the conduct of all Meetings of the Club and of the Management Committee so far as it is practicable.
137. The proceedings of any Sub-Committee appointed by the Committee are guided by these standing orders as far as they are applicable.

Resolutions

138. All resolutions and motions at any general meeting or meeting of the Management Committee or other committee of the Club are decided by a simple majority of those entitled to vote unless the subject of the resolution is required by these rules or by the Associations Incorporation Act 1981 to be decided by special resolution.
139. A special resolution may only be decided in the affirmative by the votes of $\frac{3}{4}$ of those present and entitled to vote.

140. A special resolution of the members of the Club must not be put to members at a meeting unless seven (7) days written notice of the time date and place of the meeting has been given to all members entitled to vote personally or by post as required by the rules of the Club stating the terms of the resolution.

FINANCIAL MATTERS

Funds

141. The Club income, funds and property are controlled by the Management Committee and must be used and applied solely in the promotion of the objects of the Club and in the exercise of its powers.

Cheque Account

142. A Cheque Account must be opened with a Bank to be decided upon from time to time by the Management Committee.
143. All funds of the Club must be deposited in the Bank in the name of the Club
144. The Club's Account must be operated upon by any two of the executive committee members or One of the Executive Committee Members and another Management Committee Member appointed by the Management Committee.
145. Any one of the foregoing is empowered to endorse cheques and other negotiable instruments drawn to the Club's order.

Use of Funds

146. The funds of the Club are to be used solely for the benefit of the Club and its members. All expenditure must be approved or ratified at a Management Committee meeting.
147. All disbursements must as far as possible be made by crossed cheque and where possible, a receipt shall be obtained in respect to each disbursement.
148. The Secretary may keep on hand an amount of fifty dollars (\$50.00) or such other amount as the Management Committee may determine, for petty cash. Accounts for petty cash shall be maintained in accordance with the imprest system.
149. An official numbered receipt must be issued for all moneys received.

Fund Raising

150. All moneys raised by members in the Club's name must be paid to the Treasurer for payment to the Club's official banking account within fourteen (14) days of such funds being raised, and must be accompanied by a Statement of Receipts and Disbursements.
151. The sanction of the Management Committee must be obtained prior to the arrangement of any fund-raising activity by a member or members.
152. All funds raised by members of committees and team management must be paid to the Treasurer within fourteen (14) days of the date of receipt.
153. The Management Committee may determine a required amount of fundraising and contribution for individual teams within the club each year. If the Management Committee determines that a particular team has been responsible for fundraising in excess of the required amounts. The Management Committee may agree to allocate expenditure not greater than the amount of the excess for use by that team in the pursuit to the objects of the club. Nothing in this clause authorises distribution of surplus assets among the Club members.

Distribution on Winding Up

154. If the Club is wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same must not be paid to or distributed among the members of the Club, but must be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club, such institution or institutions to be determined by the members of the Club.

Expenses

155. If a member incurs an expense in attending to the business of the club the amount of which has been authorised beforehand by the management committee, the club must reimburse the member for that expense on production of a receipt or other evidence of the expense deemed satisfactory by the Management Committee.
156. If a member incurs an expense in attending to the business of the club the amount of which has not been authorised beforehand by the Management Committee, the Club may reimburse the member for that expense on production of a receipt or other evidence of the expense deemed satisfactory by the committee, if it is satisfied that the expense was reasonably and necessarily incurred and that it was not reasonably practicable to obtain the approval of the committee beforehand.
157. The reimbursement of the expense not authorised in advance is entirely in the discretion of the Management Committee.

Indemnity

158. The Management Committee and all officials are indemnified from the funds of the Club against all damages and the cost of legal proceedings that may be instituted against them in consequence of the performance of their duties.

MISCELLANEOUS

Functions

159. The Management Committee of the Club may decide from time to time who is eligible to attend any meetings or functions organised by the Club.

Training

160. The teams train as frequently as the Management Committee decides at the nominated ground, and at such times as may from time to time be decided upon by the Management Committee of the Club. The Club provides all training facilities.

Publications

161. A copy of the Constitution must be made available to members on request and upon payment of the reasonable cost of providing the copy .

Common seal

162. The Management Committee must ensure the Club has a common seal. The common seal must be
- 162.1. kept securely by the management committee; and
- 162.2. used only under the authority of the management committee.

163. Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by-

163.1. the secretary; or

163.2. another member of the management committee; or

163.3. someone appointed by the management committee.

Documents

164. The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Club.

Address:
Floor 21 State Law Building
Cnr George and Ann Streets
Brisbane Q 4000
Postal:
GPO box 3117
Brisbane Q 4001



Queensland Government
Department of Tourism, Racing and Fair Trading
incorporating
Liquor Licensing
ABN 29 597 409 596

BUSINESS NAMES
☐ General: 1300 658 030
☐ Facsimile: (07) 3119 0249

ASSOCIATIONS & CHARITIES
☐ General: 1300 658 030
☐ Facsimile: (07) 3119 0219

CO-OPERATIVES
☐ General: 1300 658 030
☐ Facsimile: (07) 3119 0209

EASTS CARINA JUNIOR RUGBY LEAGUE FOOTBALL CLUB INC.
THE SECRETARY
P O BOX 58
CARINA QLD 4152

Contact Officer: Val McGruther

Telephone: 3119 0275

11 September 2003

Dear Client,

Registration of Amendment of Rules

EASTS CARINA JUNIOR RUGBY LEAGUE FOOTBALL CLUB INC.

Incorporation Number: **IA02671**

Document Number: **2742725**

In accordance with the Associations Incorporation Act 1981 the amendment of the rules passed on 21 July 2003 has been registered on the date hereof.

Please note, your end of financial year date is now 30 September. Your next Annual Return and audited financial statements due to be lodged with this Office will be for the period ending 30 September 2003.

Should you require any further information or assistance in relation to this matter, please telephone the Contact Officer on the number shown above.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Val McGruther'.

ADMINISTRATIVE OFFICER
OFFICE OF FAIR TRADING