



MOSMAN JUNIOR RUGBY CLUB RULES 2017

MOSMAN JUNIOR RUGBY CLUB INCORPORATED RULES OF THE CLUB – February 2017

INDEX

PART 1 – DEFINITIONS	2
PART 2 – THE CLUB	3
PART 3 – MEMBERSHIP	5
PART 4 – THE COMMITTEE	12
PART 5 – GENERAL MEETINGS	19
PART 6 – MISCELLANEOUS PROVISIONS	24
APPENDIX 1A - APPLICATION FOR PLAYER MEMBERSHIP OF THE CLUB	27
APPENDIX 1B – APPLICATION FOR GENERAL MEMBERSHIP OF CLUB	28
APPENDIX 2 – FORM OF APPOINTMENT OF PROXY	29
APPENDIX 3 – NOMINATION FOR ROLE AS OFFICE BEARER/COMMITTEE MEMBER	30
APPENDIX 4 – CONDUCT OF BALLOTS FOR ELECTION OF OFFICE BEARERS	31
APPENDIX 5 - STANDING ORDERS	34
APPENDIX 6 - DELEGATED AUTHORITIES	40



PART 1 – DEFINITIONS

1. Definitions

a. In these Rules:

- i. **Act** means the Associations Incorporation Act 1984;
- ii. **Annual General Meeting (AGM)** means the annual meeting of the Club as referred to in Rule 29;
- iii. **ARU** means Australian Rugby Union

- iv. **Club** means Mosman Junior Rugby Club

- v. **Commissioner** means the Commissioner of the Office of Fair Trading;
- vi. **Executive** means Executive Committee

- vii. a **member** or an **ordinary member** means a member of the Club who is not an Office Bearer or a Member of the Committee of the Club, as referred to in Rule 20.b below;
- viii. **Players** mean any playing member of the Club.
- ix. **Regulations** mean the Associations Incorporation Regulations 1999.
- x. **SJRU** means Sydney Junior Rugby Union
- xi. **Seniors** means Mosman Rugby Club

- xii. **Special General Meeting (SGM)** means a general meeting of the Club, other than an AGM;

b. In these Rules a reference to a function includes a reference to a power, authority and duty, and a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

c. The provisions of the Interpretation Act 1987 apply to and in respect of these Rules in the same manner as those provisions would so apply if



MOSMAN JUNIOR RUGBY CLUB RULES 2017

these Rules were an instrument made under the Act.

PART 2 – THE CLUB

2. Name

- a. The name of the Club is “Mosman Junior Rugby Club”. The mascot of the Club is the Whale. The Club may otherwise and from time to time be referred to as "The Whales".

3. Objectives

- a. The objectives of the Club are to:
 - i. encourage, foster and promote the game of Rugby in Mosman;
 - ii. ensure that the game of Rugby is always played in and by Mosman in a safe and enjoyable environment as well as with the highest level of sportsmanship and fair play.
- b. The Players and the Club shall play in competitions organised by the ARU, New South Wales Rugby Union, SJRU, Northern Suburbs Rugby Club and/or Gordon Juniors Rugby Union.
- c. With the permission of the Club, Players may also attend and participate in any other Gala Days (from time to time), and/or any other rugby clubs or other events, as may be determined by the Committee, from time to time.
- d. The Club is to be run as a not-for-profit organisation with Club assets to be used from time to time for the purposes of funding rugby union development within the Club as well as within the broader Mosman area.

4. Code of Conduct

- a. In addition to the Rules of this Club all members shall also be required to abide by any ARU, NSW Junior Rugby Union and SJRU Code of Conduct as published from time to time and including any future amendments that may be made to any such Code of Conduct. All members are expected to abide by all aspects of any Code of Conduct and are to use their best endeavours to ensure other members do the same.

5. Colours and Motto

- a. Colours - The Club colours shall be horizontal royal blue and light blue



MOSMAN JUNIOR RUGBY CLUB RULES 2017

stripes.

- b. Uniform - The player's uniform shall be a jersey with horizontal royal blue and light blue stripes and black numbers on a white background; dark blue shorts and striped horizontal royal blue and light blue socks.
- c. Motto - This will be advised once resolved and will be the motto that is accepted by the Committee of the Club, from time to time.

6. Association with Mosman Rugby Club

- a. The Club and the Seniors will strive to have a close association and work together with the primary objective to promote rugby throughout the broader Mosman area.
- b. There is a spirit of agreement between the two clubs that should be recognized and acknowledged for future generations. This includes, but is not limited to, the following;
 - i. The use of the same colours, logos and names;
 - ii. Subject to specific agreement, the Club and the Seniors strive to agree the terms upon sharing resources and facilities where practical (including but not limited to the Clubhouse at Rawson Oval and storage rooms at both Rawson Oval and Balmoral);
 - iii. The Club and the Seniors agree to work together to resolve issues the two clubs have in common (e.g. ground allocations);
 - iv. The Club aims to provide and promote a pathway for its junior rugby players to progress to the Seniors; and
 - v. The Seniors aims to provide coaching assistance and other assistance from time to time to the Club's junior rugby players where possible.



PART 3 – MEMBERSHIP

7. Membership Qualifications

- a. A person is qualified to be a member of the Club if, but only if:
 - i. the person is a person referred to in section 14 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the Club, at any time, after Incorporation of the Club under the Act; or
 - ii. the person is a person referred to in Rule 8.a (i) or 8.a (ii) below; or
 - iii. the person is a natural person:
 - 1. who has been nominated for membership of the Club as provided by Rule 8.a (1) to 8.a (vi) and Rule 9; and/or
 - 2. who has otherwise been approved for membership of the Club by the Committee of the Club.

8. Membership Classes

- a. Members of the Club shall be classified as follows:
 - i. Player or Players – being each and every playing member who shall have been registered and eligible to be selected to play for the Club during that year and who have paid his/her membership fees for the year;
 - ii. Parents (and/or Guardians or alternative) of a Player – will become members as a consequence of their child being a playing member as set out at paragraph 8(a)(i) above. As soon as the player ceases to be a member then his/her parent and/or guardian will also cease to be a member;
 - iii. Supporter Members – are persons interested in fostering the objectives of the Club;
 - iv. Honorary Members – the Committee may, at its discretion, and upon such terms and conditions as it thinks fit, confer Honorary Membership upon any member of any country, interstate or overseas rugby club, or on any other person to whom, in the opinion of the Committee, such courtesy should be extended;
 - v. Life Members - may be elected by the members of the Club at any AGM of the Club, on the recommendation of the



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Committee. Life Membership shall only be granted in recognition of outstanding service to the Club; and

- vi. Patron - the Committee may select a Patron(s) of the Club for approval by the members at an AGM. Any Patron shall hold office for a period of 12 months and is always to be eligible for re-election each year.

9. Nomination for membership

- a. A nomination of a person for membership of the Club must be;
 - i. if for a Player or Players, made in writing in the form set out in Appendix 1a to these Rules. Parents (and/or Guardians or alternative) of a Player, by signing such form on behalf of the Player or Players, are taken to have also nominated themselves for membership;
 - ii. if for any other membership classifications, then application must be made by an existing member of the Club in writing in the form set out in Appendix 1b to these Rules; and
 - iii. the forms must be lodged with the Club Registrar.
- b. As soon as practicable after receiving a nomination pursuant to Rule 9.a, the Registrar must refer the nomination to the Committee, which is to determine whether to approve or to reject the nomination.
- c. As soon as practicable after the Committee makes that determination in Rule 9.b, the Registrar must:
 - i. Serve notice to the nominee in accordance with Rule 46, that the Committee approved or rejected the nomination (whichever is applicable); and
 - ii. if the Committee approved the nomination, request the nominee to pay (within the period of 14 days after receipt by the nominee of the notification) the sum payable under these Rules by a member, as a joining fee (if any), and/or as an annual subscription.
- d. The Registrar must, on payment by the nominee of the amounts referred to in Rule 9.c (ii) within the period referred to in that provision, enter the nominee's name and membership classification in the register of members. On the name being so entered, the nominee becomes a member of the Club.
- e. A nomination of a person for Life Membership of the Club must observe all of the following conditions:



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- i. the nominee must be a financial member of the Club.
 - ii. the nomination form shall be signed by two existing members of the Club, shall be accompanied by commentary supporting the nomination and be submitted to the Registrar.
 - iii. the nomination shall be presented to the next Committee meeting at which time the Committee shall consider the merits of the nomination and then vote on a resolution to recommend the nomination to the next AGM of the Club. Any such resolution must pass with a majority of not less than 75% of the Committee members in attendance, in person or by proxy, voting in favour of it.
 - iv. If Rule 9.e (iii) above is satisfied then the nomination shall be presented to the next AGM and after considering the merits of the nomination the members shall then vote on a resolution to award Life Membership to the nominee. That resolution must pass with a majority of not less than 75% of members in attendance, in person or by proxy, voting in favour of it.
- f. The membership forms may be amended from time to time by the Committee.

10. Cessation of Membership

- a. A person ceases to be a member of the Club if the person:
 - i. dies or resigns; or
 - ii. is expelled from the Club; or
 - iii. fails to pay any fee or subscription within one month of it becoming due for payment – unless the Committee considers there is a satisfactory reason for non-payment.

11. Membership Entitlements Not Transferable

- a. A right, privilege or obligation, which a person receives or has by reason of being a member of the Club:
 - i. is not capable of being transferred or transmitted to another person; and
 - ii. terminates on cessation of the person's membership.

12. Resignation of Membership

- a. A member of the Club who has paid all amounts payable by the member to the Club in respect of the member's membership may resign from membership of the Club by first giving to the Registrar written



MOSMAN JUNIOR RUGBY CLUB RULES 2017

notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- b. If a member of the Club ceases to be a member under Rule 12.a, and in every other case where a member ceases to hold membership, the Registrar must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

13. Register of Members

- a. The Registrar of the Club must establish and maintain a register of members of the Club specifying the name address, telephone number, email address and membership classification of each person who is a member of the Club together with the date on which the person became a member. The Register shall be managed in accordance with all relevant Privacy legislation.
- b. The register of members must be kept at, or otherwise accessed from, the principal place of administration of the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
- c. If and only if he or she shall have the unanimous consent and authority from all other members of a Club then, a member of the Club may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the Committee, that other amount.

14. Fees and Subscriptions

- a. In addition to any amount payable by the member under Rule 14.a, the member of the Club must pay to the Club the relevant annual membership subscription fee which will be determined by the Committee from time to time. The Committee may determine different annual membership subscription fees for each class of membership.
- b. The fees referred to in 14.b above must be paid:
 - i. except as provided by paragraph (ii), before 1 March in each calendar year, or
 - ii. if the member becomes a member on or after 1 March in any calendar year – within 14 days of becoming a member.

15. Members' Liabilities

- a. 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



MOSMAN JUNIOR RUGBY CLUB RULES 2017

expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of his/her membership fees owing to the Club, as required by Rule 14.

16. Resolution of Internal Disputes

- a. Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, at the request of either of the disputing parties, are to be referred by the Committee to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983.
- b. At least seven days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

17. Disciplining of Members

- a. A complaint against a member may be made to the Committee by any other member of the Club, in respect of a member, against whom it is alleged:
 - i. has not complied with a provision or provisions of these Rules; or
 - ii. has not complied with any Code of Conduct (applicable from time to time); or
 - iii. who has acted in a manner unbecoming of a member of the Club or prejudicial to the interests of the Club or its objectives.
- b. Rule 17a also applies in respect of a member that has caused a non-member of the Club to:
 - i. not comply with a provision or provisions of these Rules; or
 - ii. not comply with any Code of Conduct (as applicable from time to time); or
 - iii. act in a manner unbecoming of a member of the Club or prejudicial to the interests of the Club or its objectives.
- c. On receiving such a complaint as provided in Rule 17.a, the Committee:
 - i. must cause notice of the complaint to be served on the member concerned;
 - ii. must give the member at least 14 days from the time the notice is so served within which to make written submissions to the



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- Committee in connection with the complaint; and
- iii. must take into consideration any submissions made by the member in connection with the complaint.
 - d. After consideration of the submissions made by the member, if the Committee is of the opinion that the member of the club is guilty of any conduct specified in a complaint made under Rule 17 a , the Committee may accept the resignation of, reprimand, suspend privileges or expel such a member or impose such other penalty, fine or bond or otherwise discipline that member, as the Committee considers fits or determines in its discretion (the Committee's "determination").
 - e. The Committee may, by resolution, make a determination if it is satisfied that the facts alleged in the complaint have been proven on the balance of probabilities and that such facts constitute sufficient grounds for same.
 - f. The Committee must, within seven days after the determination is made, cause written notice to be given to the relevant member of that determination, and of the member's right of appeal, under Rule 18.
 - g. The determination does not take effect:
 - i. until the expiration of the period within which the member is entitled to appeal against the determination concerned; and/or
 - ii. if the member exercises the right of appeal, until after the hearing of the appeal; and/or
 - iii. until the Committee confirms the determination made;whichever is the later.

18. Right of Appeal of Disciplined Member

- a. A member may appeal to the Committee against a resolution of the Committee under Rule 17, within seven days after notice of the resolution is served on the member, by lodging with the Committee a Notice of Appeal ("Notice") to that effect.
- b. The Notice must be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c. On receipt of a Notice from a member under Rule 18.a, the Committee must convene an Appeal Determination Meeting (the "Appeal") to be held within 14 days after the date on which the Committee received the Notice.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- d. The persons who shall hear the Appeal shall comprise:
- i. a member of the Committee as nominated by the President;
 - ii. the President of another Club from within the Northern Suburbs Rugby Union District; and
 - iii. a delegate of the Northern Suburbs Rugby Union District Committee, as may be nominated by the Northern Suburbs Rugby Union District Chairperson, from time to time.

Those persons shall, for the purposes of this Rule, comprise the "Appeal Committee".

- e. At the Appeal convened under Rule 18.c the member must be given the opportunity to state his/her case either orally and/or in writing.
- f. The Appeal Committee may then, by resolution, make its determination and if the Appeal Committee is of the view that the original determination of the Club Committee is appropriate and that the Notice should not succeed, then the Appeal Committee can dismiss the Notice, whereupon the determination made by the Club Committee shall remain, and the provisions of Rule 17.f (i) shall apply. If however the Appeal Committee is of the view that the Appeal has sufficient merit then that Appeal Committee can then set aside the determination made by the Club Committee, and the Appeal Committee can consider the original complaint 'de novo', whereupon the provisions of Rules 18.h and 18.i should apply.
- g. The Appeal Committee may receive all details and submissions made in connection with the complaint and may see and/or consider any material which the members of that Appeal Committee deem relevant and/or appropriate.
- h. The Appeal Committee must, within seven days after hearing the Appeal, make their determination and cause a written notice to be given to the relevant member and to the Club Committee of that determination (the "Appeal Committee Determination").
- i. The Appeal Committee Determination will take effect immediately and, subject only to the terms of the Determination, there shall be no further entitlement to appeal that determination available to either the relevant member or to the Club.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

PART 4 – THE COMMITTEE

19. Powers of the Committee

- a. The Committee is, subject only to the Act, the Regulations and these Rules and to any resolution passed by the Club in a previous general meeting is to control and manage the affairs of the Club; and
- b. may exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a general meeting of members of the Club; and
- c. has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club, including but not limited to:
 - i. employing and/or contracting with an individual to perform a defined role as set by the Committee; and
 - ii. incurring any individual item of expense up to the sum of \$15,000. If any individual item of expense is to be incurred greater than \$15,000 then the Committee may do so only if such an expense is approved by three quarters of those members of the Committee present and voting on such an item of expense.

20. Constitution and Membership

- a. Subject only to Section 21 of the Act, the Committee of the Club is to consist of:
 - i. the Office Bearers of the Club who are or will be;
 1. the President;
 2. Treasurer;
 3. Club Secretary;
 4. Registrar (Juniors);
 5. Registrar (Minis);
 6. Sponsorship Co-ordinator;
 7. Gear Steward;
 8. Events Coordinator;
 9. Minis Coordinator;



MOSMAN JUNIOR RUGBY CLUB RULES 2017

10. Grounds & Referees Coordinator;
 11. Representative Coordinator;
 12. Website and Communications Co-ordinator;
 13. Honorary Immediate Past President;
 14. such other persons as determined from time to time, subject to Rules 20.c and 20.d; and
- ii. any other Ordinary Members of the Club who may be so nominated, appointed, requested or selected by the Executive to so act, from time to time, at the discretion of the Executive, in those honorary positions detailed in Appendix 6.2 (ie. Age Group Co-ordinators). The number of honorary positions and their roles will be determined by the Executive from time to time.
- b. The Office Bearers of the Club and each Member of the Committee is, subject to these Rules, to hold office as and from the completion of an AGM at which he/she was elected until just before the completion of the following AGM.
 - c. The Office Bearers of the Club are eligible for re-election provided however that he/she may only serve for a maximum of three consecutive years in any one position, unless the relevant re-election is effected by the members at an AGM with a majority of not less than 75% in favour, in which instance he/she may serve for a further maximum term of two years in that position.
 - d. In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these Rules, until the election of members of the Committee at the AGM next following the date of the appointment. In the event that the casual vacancy shall occur after the date of the AGM, then the Committee will appoint the person who shall have been elected to assume that role during the next season. Any such appointment to a casual vacancy shall not be included as part of the time period stipulated in Rule 20.d above.
 - e. The roles of the Office Bearers of the Club, unless formally set out herein, shall be determined and defined by the Committee, from time to time and posted on the Club's website.
 - f. An Executive Committee will be appointed annually after each AGM to deal with day to day and urgent issues arising between Committee Meetings.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- i. Membership of the Executive will comprise the President, the Treasurer, the Club Secretary, the Sponsorships Coordinator, the Registrars and such other persons as determined from time to time by at least a 75% in favour vote of the Committee;
- ii. The Executive must comprise a minimum of five Office Bearers;
- iii. A quorum of the Executive is a majority of those Office Bearers being members of the Executive.
- iv. The Executive will report on its activities and decisions at each Committee Meeting.
- v. The President will, at his/her sole discretion, appoint from the Executive a member to the honorary role of Vice-President.

21. Election of Committee Members

- a. Nominations of candidates for election as Office Bearers of the Club or as ordinary members of the Committee:
 - i. must be made in writing, on the form set out in Appendix 3 to these, and
 - ii. must be delivered to the Registrar of the Club at least seven days before the date fixed for the holding of the AGM at which the election is to take place.
 - iii. must be in respect of individuals who must be financial members of the Club.
- b. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected. For the unfilled positions further nominations may be received at the AGM.
- c. If a sufficient number of further nominations are not received at the AGM, any vacant positions remaining on the Committee are taken to be casual vacancies.
- d. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e. If the number of nominations received for any role exceeds the number of vacancies to be filled, a ballot is to be held in accordance with the procedures set out at in Appendix 4 to these Rules. The Treasurer is to appoint an independent Returning Officer to adjudicate in accordance with Appendix 4.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

22. The Club Secretary

- a. The Club Secretary of the Club must, as soon as practicable after being appointed as Club Secretary, lodge notice with the Club of his or her address.
- b. It is the duty of the Club Secretary to ensure the Club keeps minutes of:
 - i. all appointments of Office Bearers and members of the Committee;
 - ii. the names of members of the Committee present at a Committee meeting or a general meeting; and
 - iii. all proceedings at Committee meetings and general meetings.
- c. The Club Secretary must ensure that Minutes of proceedings at a meeting be signed by the chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- d. The Club Secretary is to act as Public Officer for the Club, if required.

23. The Treasurer

- a. It is the duty of the Treasurer of the Club to ensure that:
 - i. all money due to the Club is collected and received and that all payments authorised by the Club are made, and
 - ii. correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club;
 - iii. a statement of all financial transactions is presented:
 1. to the President monthly; and
 2. at each Committee meeting.
 - iv. the books and accounts showing the financial affairs of the Club are independently reviewed by a suitably qualified person once per calendar year after the Club's financial year end and at least 14 days prior to the AGM. The appointment of the suitably qualified person is to be unanimously approved by the Executive Committee.

24. Casual Vacancies

- a. For the purposes of these Rules, a casual vacancy in the office of a member of the Committee occurs if the said member:
 - i. dies;



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- ii. ceases to be a member of the Club;
- iii. becomes an insolvent under administration within the meaning of the Corporations Law;
- iv. resigns office by notice in writing given to the Registrar;
- v. is removed from office under Rule 25;
- vi. becomes a mentally incapacitated person; or
- vii. is absent without the consent of the Committee from all meetings of the Committee held during a period of six months.

25. Removal of Committee Member

- a. The Club in general meeting may by special resolution remove any member of the Committee from the office of that member, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- b. If a Member of the Committee to whom a proposed resolution referred to in Rule 25.a relates makes representations in writing to the President (not exceeding a reasonable length of 2 pages) and requests that the representations be notified to the members of the Club, the President may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

26. Meetings and Quorum

- a. The Committee must meet at least six times in each period of 12 months at such place and time as the Committee may determine. At least one Committee meeting is to be held in each of the four quarters of the calendar year.
- b. Additional meetings of the Committee may be convened by the President or by any member of the Committee.
- c. Oral or written notice of a meeting of the Committee must be given by the Registrar to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- d. Notice of a meeting given under Rule 26.c must specify the general



MOSMAN JUNIOR RUGBY CLUB RULES 2017

nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

- e. A quorum for the transaction of the business of a meeting of the Committee shall be constituted by at least a majority of the Office Bearers being present.
- f. No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- g. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- h. At a meeting of the Committee:
 - i. the President or, in the President's absence, the Vice-President is to preside as Chairperson, or
 - ii. if the President or the Vice-President are absent or unwilling to so act, then one of the remaining members of the Committee, as may be chosen by the members present at the meeting, is to preside as Chairperson.

27. Delegation by Committee to Sub-Committee

- a. The Committee may, by memorandum in writing, delegate to one or more persons or a Sub-Committee(s) (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such of the functions of the Committee as may be so specified, other than the power to delegate and a function which is a duty imposed on the Committee by law.
- b. A function, the exercise of which has been delegated to that delegate or to a Sub-Committee, under this Rule may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- c. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- d. Despite any delegation under this Rule, the Committee may continue to



MOSMAN JUNIOR RUGBY CLUB RULES 2017

exercise any function so delegated.

- e. Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- f. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- g. While a Sub-Committee remains constituted and their delegation unrevoked they must provide a formal report of its activities and financial dealings to each Committee Meeting.
- h. No Sub-Committee may raise monies on behalf of the Club without the prior approval of the Committee. The Treasurer is responsible for monitoring and approving the financial dealings of the Sub- Committee.

28. Voting and Decisions

- a. From time to time the Committee (or of any Sub-Committee appointed by the Committee) may be required to vote on issues put forward by the Chairperson. Issues that require determination are to be determined by a majority of the votes of Members of the Committee (or Sub-Committee) present at the meeting.
- b. 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.
- c. Subject to Rule 26.d, the Committee may act notwithstanding a vacancy on the Committee.
- d. 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.

29. Coaches and Managers

- a. All Coaches and Managers of any team within the Club must be approved by the Committee. The Committee retains the right to remove any Coach or Manager of any team within the Club in its absolute discretion.

MOSMAN JUNIOR RUGBY CLUB RULES 2017





PART 5 – GENERAL MEETINGS

30. Annual General Meetings

- a. With the exception of the first AGM of the Club, the Club must, convene an AGM of its members no later than 30th November of each year.
- b. The Club must hold its first AGM within the period of eighteen months after its incorporation under the Act.
- c. Rules 30.a and 30.b have effect subject to any extension or permission granted by the Director-General under section 26 (3) of the Act.
- d. The AGM of the Club is, subject to the Act and to this Rule 30, to be convened on such date and at such place and time as the Committee thinks fit.
- e. In addition to any other business which may be transacted at an AGM, the business of an AGM is to include the following:
 - i. to confirm the minutes of the last preceding AGM and of any SGM held since that meeting;
 - ii. to receive from the Committee reports on the activities of the Club during the last preceding financial year;
 - iii. to elect Office Bearers of the Club and ordinary members of the Committee;
 - iv. to receive and consider the financial statements which are required to be submitted to members under section 26 (6) of the Act.
- f. An AGM must be so specified as such in the notice convening it.

31. Special General Meetings

- a. The Committee may, whenever it thinks fit, convene a SGM of the Club.
- b. The Committee must, on the requisition in writing of at least 25 members, convene a SGM of the Club.
- c. A requisition of members for a SGM:
 - i. must state the purpose or purposes of the meeting; and
 - ii. must be signed by the members making the requisition; and



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- iii. must be lodged with the Registrar; and
 - iv. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- d. If the Committee fails to convene a SGM to be held within one month after that date on which a requisition of members for the meeting is lodged with the Registrar, any one or more of the members who made the requisition may convene a SGM to be held not later than three months after that date.
- e. A SGM convened by a member or members as referred to in Rule 31.d must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any member who consequently incurs an expense is entitled to be reimbursed by the Club for any expense so incurred.

32. Notice

- a. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Registrar must, at least 14 days before the date fixed for the holding of the general meeting give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- b. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Registrar must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Rule 32.a, the intention to propose the resolution as a special resolution.
- c. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an AGM, business which may be transacted under Rule 30.b.
- d. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Registrar who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

33. Procedure

- a. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- b. Five members present in person (being members entitled under these Rules to vote at a general meeting) of which at least 3 are members of the Executive Committee constitute a quorum for the transaction of the business of a general meeting.
- c. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - i. if convened on the requisition of members, is to be dissolved; and
 - ii. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- d. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least four) is to constitute a quorum.

34. Presiding Member

- a. The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Club.
- b. If the President or the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

35. Adjournment

- a. The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b. If a general meeting is adjourned for 14 days or more, the Registrar must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- c. Except as provided in Rules 34.a and 34.b, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

36. Making of Decisions

- a. A question arising at a general meeting of the Club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a formal count is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- b. At a general meeting of the Club, a formal count may be demanded by the chairperson or by at least three members present at the meeting.
- c. At a general meeting of the Club, a secret ballot may be demanded by any single member present at the meeting.

37. Special Resolution

- a. A resolution of the Club is a special resolution:
 - i. if it is passed by a majority which comprises at least three-quarters of such members of the Club as, being entitled under these Rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules; or
 - ii. where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in sub-paragraph (i) above, if the resolution is passed in a manner specified by the Director-General.

38. Voting

- a. On any question arising at a general meeting of the Club a member has one vote only.
- b. All votes must be given personally (or if submitted by Rule 39.b by proxy, but no member may hold more than one proxy).
- c. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- d. A member or proxy is not entitled to vote at any general meeting of the Club unless:-



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- i. that person is at least 18 years of age; and
- ii. all money due and payable by the member or proxy to the Club has been paid to and received by the Club.

39. Appointment of Proxies

- a. Unless and until otherwise advised or agreed to by the Committee, from time to time, the appointment of a proxy to vote on behalf of another member is not permitted.
- b. Notwithstanding Rule 38.a, the Committee may, from time to time, for a specific purpose or otherwise, unanimously agree to accept a proxy or proxies and in the event that such an agreement is approved then:
 - i. Each member is to be entitled to appoint another member as proxy by notice given to the Registrar no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - ii. The notice appointing the proxy is to be in the form set out in Appendix 2 to these Rules.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

PART 6 – MISCELLANEOUS PROVISIONS

40. Insurance

- a. The Club must effect and maintain all relevant and appropriate insurance cover.

41. Funds

- a. The funds of the Club are to be derived from annual subscriptions of members, player fees, fund raising, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.
- b. All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- c. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.
- d. Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the Objectives of the Club in such manner as the Committee determines.
- e. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed jointly by any two members of the Committee or employees of the Club, being members or employees authorised to do so by the Committee.
- f. Electronic transfers must only be made by the Treasurer or such other member of the Executive so authorised to do so by the Committee. Where electronic transfers exceed the daily amount detailed in Clause 6.3 of Appendix 6 or cumulatively the weekly amount detailed in Clause 6.4 of Appendix 6 they must be pre-approved in writing by another member of the Executive so authorised to do so by the Committee.
- g. Prior to borrowing any monies in the name of the Club that exceed the amount detailed in Clause 6.6 of Appendix the Committee must gain the consent of the members of the Club at a general meeting. This Rule shall not operate in the situation where the Committee obtains short term trade credit from a supplier of goods and/or service to the Club.

42. Alteration of Objectives and Rules

- a. The statement of Objectives and these Rules may be altered, rescinded or added to only by a special resolution of the Club other than where allowed for in these Rules.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

43. Common Seal

- a. Where a Common Seal is required, then Common Seal of the Club must be kept in the custody of the Public Officer.
- b. The Common Seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer or Club Secretary.

44. Custody of Books

- a. Except as otherwise provided in or by these Rules, the Club Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.
- b. All records, books and other documents must be kept the statutory period as required by law.

45. Inspection of Books

- a. The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

46. Service of Notices

- a. For the purpose of these Rules, a notice may be served on or given to a person:
 - i. by delivering it to the person personally; or
 - ii. by sending it by pre-paid post to the address of the person; or
 - iii. by sending it by facsimile transmission, email or some other form of electronic transmission to an address so specified by the person for giving notice.
- b. For the purpose of these Rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - i. in the case of a notice given or served personally, on the date on which it is received by the addressee;
 - ii. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; and
 - iii. in the case of a notice sent by facsimile transmission, email or some other form of electronic transmission, on the date it was



MOSMAN JUNIOR RUGBY CLUB RULES 2017

sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

47. Financial Year End

- a. The financial year end date for the Club shall be 30th September in each and every year or on such other date as the Committee may unanimously so resolve.

48. Winding Up

- a. In the event of the winding up or cancellation of the incorporation of the Club and there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever, then those assets and/or property shall NOT be paid to or distributed amongst the members of the club. Such property and/or assets shall be given or transferred to some other organisation(s) having objectives similar to the objectives of the Club provided that the receiving organisation(s) also prohibit the distribution of its or their property among its or their members.
- b. The receiving organisation(s) shall be chosen by the members of the Club at or before the time of dissolution or, if the Club is in default, the property and/or assets will be disposed of in a manner provided for in the legislation under which the Club is incorporated.

49. Standing Orders

- a. All meetings of the club's members, office bearers, committees and sub-committees shall be conducted in accordance with the Rules of the Club including the Standing Orders which are included as Appendix 5.
- b. However, in the event that a matter of importance or urgency arises, sufficient that the resolution of such a matter is delayed by Standing Orders, there may be a motion to suspend Standing Orders to allow the matter to be resolved.
- c. Any matter not dealt with in Standing Orders shall be governed by the customary Rules of debate as interpreted by the Chairperson of that meeting.
- d. Any alteration to Standing Orders shall only be made at a General Meeting.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Appendix 1a - Application for Player Membership of the Club

Rule 9.a (i))

All membership registration shall be conducted by the Australian Rugby Union's sanctioned registration platform - Rugbylink - at the following URL:

<https://rugbylink.resultsvault.com/common/pages/reg/welcome.aspx?type=1&entityid=41064&fl=1&id=30876>



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Appendix 1b – Application for General Membership of Club

(Rule 9.a (i)) (Current form will be available for download from the Club's Website or from the Club Secretary)

Mosman Junior Rugby Club Incorporated

(Incorporated under the Associations Incorporation Act 1984)

Section 1 (to be completed by applicant)

I, _

(full name of applicant)

Of _

(postal address)

(occupation)

(email address)

hereby apply to become a member of the above named Incorporated Club.

In the event of my admission as a member, I agree to be bound by the Rules of the Club for the time being in force and by the Australia Rugby Union and/or its affiliated organisations, if any.

Signature of applicant

Date

Section 2 (to be completed by existing member of the Club)

I, _

(full name of member) am

a member of the Club,

and nominate the applicant, who is personally known to me, for membership of the Club.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Signature of proposer

Date

Appendix 2 – Form of Appointment of Proxy

(Rule 38) (Current form will be available for download from the Club's Website or from the Club Secretary)

Mosman Junior Rugby Club Incorporated

(Incorporated under the Associations Incorporation Act 1984)

I,

(full name of member)

of

(postal address)

(email address)

being a member of Mosman Junior Rugby Club Incorporated hereby appoint

(full name of proxy)

of

(postal address)

(email address)

being a member of Mosman Junior Rugby Club Incorporated, as my proxy to vote for me on my behalf at his/her discretion at the general meeting of the Club (AGM or SGM, as the case may be) to be held on

 and at any adjournment of that



MOSMAN JUNIOR RUGBY CLUB RULES 2017

meeting. (date)

Signature of member

Date

NOTE: A proxy vote may not be given to a person who is not a member of the Club.

Appendix 3 – Nomination for Role as Office Bearer/Committee Member

(Rule 21) (Current form will be available for download from the Club’s Website or from the Club Secretary)

**Mosman Junior Rugby Club Incorporated
(Incorporated under the Associations Incorporation Act 1984)**

I, _

(full name of proposer)

of _

(postal address)

(email address)

being a member of Mosman Junior Rugby Club Incorporated hereby nominate

(full name of candidate)

of _

(postal address)

(email address)

who is also a member of Mosman Junior Rugby Club Incorporated for the position of:

.....

Signature of candidate

Date



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Signature of proposer

Date

I, __
(full name of seconder)
of __

(postal address)

(email address)

confirm that I am a member of the Mosman Junior Rugby Club Incorporated and second the above nomination.

Signature of seconder

Date

Appendix 4 – Conduct of Ballots for Election of Office Bearers (Rule 21)

Mosman Junior Rugby Club Incorporated **(Incorporated under the Associations Incorporation Act 1984)**

Positions on all ballot papers shall be drawn by lot. Candidates may appoint scrutineers to attend the drawing for positions should they desire. The full names, including given names, of candidates shall appear on ballot papers. In the event of more candidates being nominated than there are vacancies to be filled, a ballot shall be taken on the preferential system. Preferential system shall mean that a voter must vote for all candidates in order of his/her preference.

1. Preferential voting for election of one candidate
 - a. The voter shall record his/her vote by placing the number “1” in the square opposite the name of the candidate for whom he/she desires to give his/her first preference vote, and he/she shall give contingent votes for all the remaining candidates by placing in the squares opposite the names of such candidates the numbers “2”, “3”, “4”, respectively, and so on in order to indicate by numerical sequence the order of his/her preference for them. If all squares are numbered consecutively from 1, without repetition of any number, and the last square is left blank, the ballot paper will be treated as formal because the voter’s intention is



MOSMAN JUNIOR RUGBY CLUB RULES 2017

clear.

- b. A candidate who received a number of first preference votes greater than half the total number of formal ballot papers shall thereupon be declared elected.
- c. If no candidate has received an absolute majority of first preference votes, the Returning Officer shall proceed with the scrutiny, as follows:
 - i. The candidate who received the fewest first preference votes shall be excluded, and each ballot paper counted to him/her shall be counted to the candidate next in order of the voter's preference.
 - ii. Then if no candidate has an absolute majority of votes, the process shall be repeated by excluding the next candidate who has the fewest votes, and counting each of his/her ballot papers to the unexcluded candidates next in the order of the voter's preference, until one candidate has received an absolute majority of votes and is elected.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

2. Preferential voting for election of more than one candidate
 - a. In any case where two or more candidates are to be elected, the Returning Officer shall act in accordance with the following procedure:
 - i. The votes shall be classified into two categories as follows:
 1. Votes marked 1, 2, 3, etc., according to the number of vacancies shall be termed the “primary” votes and have equal value in the first count.
 2. Preference votes shall be termed the “secondary” votes and shall have rank according to their numerical order.
 - ii. The “primary” votes shall first be counted and a list shall be prepared of the candidates in order according to the “primary” votes cast for them. The candidate who is last on the list thus compiled shall be excluded from the election.
 - iii. Each ballot paper on which such excluded candidate received a number 1 vote shall then be scrutinised and the next available preference following the “primary” vote as defined in 1(a) shall be added to the total credited to each unexcluded candidate on the first count.
 - iv. The candidate next last on the list shall then be excluded. Each ballot paper on which such candidate received a number 1 vote shall then be scrutinised and the next available preference vote to the “primary” vote as determined in 1(a) shall be added to the total credited to the respective remaining candidates. Should the next available preference vote be cast in the favour of an excluded candidate, it shall be disregarded and the next available preference vote cast in favour of a remaining candidate shall be added to the total credited to that candidate. This process of exclusion and distribution of preference votes shall be repeated until only the number of candidates required to fill the vacancies remain.
 - v. In the case of two or more candidates being equal during the progress of the count, you eliminate the candidate with the lowest number (first preference) votes. If there should still be equality then the Returning Officer should draw, in the presence of scrutineers, and the candidate whose name is drawn will remain in the ballot.
 - vi. In determining which candidate is next in order of preference the



MOSMAN JUNIOR RUGBY CLUB RULES 2017

votes which have been counted for any candidate who has been excluded shall not be considered and the order of voter's preferences shall be determined on the next available preference which ballot paper has not been previously transferred.

- vii. All candidates must be voted for.
- viii. No Returning Officer or scrutineer shall be allowed to nominate for any position in any ballot in which he/she is acting as Returning Officer or scrutineer. In calling for nominations, the Returning Officer shall be deemed to have participated in the ballot, except in the case of the General Returning Officer.



Appendix 5 - Standing Orders

(Rule 48.a)

Mosman Junior Rugby Club Incorporated (Incorporated under the Associations Incorporation Act 1984)

These Standing Orders shall be applicable to all Meetings of the Club and shall be construed subject to the Rules of the Club. However, in the event that a matter of importance or urgency arises, sufficient that the resolution of such a matter is delayed by Standing Orders, there may be a motion to suspend Standing Orders to allow the matter to be resolved.

Any matter not dealt with in these Standing Orders shall be governed by the customary Rules of debate as interpreted by the Chairperson.

Any alterations to these Standing Orders shall only be made at a General Meeting.

1. ORDER OF BUSINESS

a. At an AGM:

- i. apologies for absence;
- ii. reading and approval of minutes;
- iii. business arising from minutes;
- iv. correspondence;
- v. business arising from correspondence;
- vi. presentation of Annual Report;
- vii. presentation of Annual Financial Statements;
- viii. election of Office Bearers and Committee members;
- ix. motions on notice;
- x. set annual membership fee; and
- xi. other business.

b. At Committee Meetings:

- i. apologies for absence;
- ii. reading and approval of minutes;
- iii. business arising from minutes;
- iv. correspondence;



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- v. business arising from correspondence;
- vi. consideration of applications for membership;
- vii. President's Report;
- viii. Treasurer's Report including all financial transactions since the last Committee Meeting;
- ix. Sponsorship, Fundraising & Event Coordinators Report
- x. Club Secretary & Registrar's Report;
- xi. Minis Coordinator's Report;
- xii. Reports from Age Group Co-ordinators;
- xiii. reports from/by any other Sub-Committees;
- xiv. motions on notice; and
- xv. any other business.

c. Minutes

- i. Minutes shall be taken or recorded at all meetings of the Club, and be presented for approval as the second item on the Agenda at all such respective meetings.

2. VOTING

a. Ex-officio Members of Committees

- i. A member of the Club, acting as an ex-officio member of a committee, pursuant to an appointment made by the Rules, shall have the right to vote upon the proceedings of such committee.

b. Voting on Motion and Amendments

- i. A motion or amendment, unless other provision has been specified in the Constitution and By-laws, shall be approved by a simple majority of those present and entitled to vote, with the exception of the case outlined in Standing Order 9.

c. Vote Recount

- i. Any voter, or the Chairperson, shall be entitled to request a recount of votes; such a request must be made as soon as the result of the vote is announced. It is not incumbent on voters to vote the same way on both occasions; a vote may be reversed or an abstention registered or where there was a previous abstention a vote may be cast.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

3. PROPOSALS AND MOTIONS

- a. All proposals made to the meeting shall be in the form of motions or amendments to a motion; they shall be clearly expressed and capable of only one interpretation.
- b. Any motion or amendment already accepted by the Chairperson shall not be withdrawn, except by the mover, with the agreement of the seconder. No motion may be withdrawn if any amendment is before the meeting, or after such amendment has been adopted; a motion or amendment before the Chairperson may be reworded by the mover subject to the leave of the seconder.
- c. When an amendment has been tabled discussion shall be confined to that amendment; no further amendment shall be proposed until this amendment has been disposed of.
- d. Any person participating in any debate, with the exception of the proposer and seconder of the motion, may move or second one amendment only, but may speak to any amendment.
- e. More than one amendment to a proposed motion may be moved; such amendment shall be considered one a time, provided that notice of any subsequent amendment(s) have been given prior to the vote on the previous amendment being taken.
- f. Should the amendment be defeated the original motion becomes open for further amendment. In the event that such an amendment is carried, this then becomes the subject motion. (Amendments to amendments are not prohibited, but they should be discouraged.)

4. DISCUSSION

- a. Discussion shall only take place on a motion or amendment after it has been moved and seconded, and where required by the Constitution, or at the request of the Chairperson.
- b. A speaker may not speak more than once on a motion or amendment with the exception of the right of reply of the proposer.
- c. In the event that a motion is opposed or an amendment is moved, the proposer of a motion shall be entitled to the final right of reply before the vote is taken; such a reply, either on the motion or the first amendment, may not raise new material to support the motion, but must be confined to a summary to support that argument as presented and to answer any points raised by the opposition. The mover of an amendment is not entitled to a final right of reply.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- d. The Chairperson indicates that the debate is closed when calling for the final right of reply.
- e. Any person within the meeting may second a motion, or any amendment to a motion to allow discussion to take place.

5. AMENDMENTS

- a. A proposer or seconder of a motion may vote for an amendment to that motion, or may vote against the motion or amendment.
- b. An amendment may not be moved after the substantive motion has been put to the vote.
- c. Amendments may be moved to motions on notice, provided that such amendments are within the scope of the notice and can involve the Club in no greater obligations than the notice specified.

6. POINT OF ORDER

- a. Anyone wishing to raise a point of order must do so at the time of the alleged irregularity, interrupting the speaker, if necessary.
- b. The point of order shall be made clearly and concisely.
- c. There shall be no discussion and the Chairperson shall rule upon the point of order raised.
- d. A point of order shall take precedence over all other business with the exception of a call for a quorum.

7. DISSENT FROM THE RULING OF THE CHAIRPERSON

- a. A motion of dissent against the ruling of the Chairperson must be made immediately following the ruling. A motion of dissent against the Chairperson must be supported by at least four other voters.
- b. Upon such a motion receiving the necessary support the person presiding shall vacate the Chairperson, and the debate taking place at the time of the dissent shall be suspended until the motion of dissent is resolved.
- c. After the motion of dissent has been resolved the person presiding shall resume the Chairperson, and the original question shall be pursued.

8. FORMAL MOTIONS FOR THE CURTAILMENT OF DISCUSSION

- a. The closure or "that the question be now put".
 - i. The closure may be moved during the discussion of a motion or an amendment; such motion may only be moved by a person



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- who has not already spoken on the proposal (motion or amendment).
- ii. The motion of closure can interrupt a speaker, may not be debated and shall be voted on immediately.
 - iii. If the closure of a motion is defeated, the debate shall continue as before.
 - iv. If the motion is carried, the motion or amendment under discussion at the time of the closure, shall be put to the meeting immediately; in the case of a motion, the mover shall now exert their right of reply; in the case of an amendment, the closure shall only apply to the amendment.
 - v. This motion “that the question be now put”, may be moved any number of times during a debate.
 - vi. The Chairperson may of their own volition, put the closure, in the event that in their opinion, adequate discussion has taken place.
- b. “That the speaker be no longer heard” or “that the speaker be heard for a further limited period only”.
- i. This motion must be seconded and shall not be debated.
 - ii. In the event that the Chairperson considers that the speaker has had a fair hearing, the motion shall be voted on immediately.
- c. Adjournment.
- i. A voter, who has not spoken to the motion or amendment on hand, may move an adjournment; this shall be open for debate, but may only be amended as to time and place for the reconvention of the meeting.
 - ii. A motion of adjournment shall take precedence over all motions with the exception of a point of order.

9. RECISION MOTIONS

- a. A resolution, once passed at a meeting, cannot be erased by a further resolution negatively structured.
- b. A resolution may be rescinded, not less than one month after the passing of the resolution. Notice of the intended recision must be given, sufficient for such an intention to be included in the notice convening the meeting.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

- c. A resolution may not be rescinded by less than a two-thirds majority of those present and entitled to vote.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

10. GENERAL MEETINGS

- a. At any meeting of the Club time for general business shall be allotted except where such a meeting is convened within the Constitution for a specific purpose. Any voter shall have the right to raise any matter, without prior notice, unless such notice is required by the Constitution or By-laws, or any other Rules of the Club.



MOSMAN JUNIOR RUGBY CLUB RULES 2017

Appendix 6 - Delegated Authorities

The following items may be determined from time to time by the Committee under delegated authority in accordance with Clause 19.d.

1. Honorary Positions (Clause 20.a.ii)
 - a. each of the Age Group Coordinators;
 - b. any other such honorary position determined from time to time.
2. Maximum Electronic Transfer per Day (Clause 40.f)

\$2,000
3. Maximum Cumulative Electronic Transfer per Week (Clause 40.f)

\$10,000.00
4. Maximum Borrowings (Clause 40.h)

\$10,000