



SYDNEY JUNIOR RUGBY UNION

(SJRU)

CONSTITUTION

**Amendments approved at a Special General Meeting of Sydney Junior Rugby
Union Council held on 29 November 2021**

Registered by NSW Department of Fair Trading December 2021

**SYDNEY JUNIOR RUGBY UNION
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ASSOCIATIONS INCORPORATION ACT 2009 (NSW)

CONSTITUTION

of

SYDNEY JUNIOR RUGBY UNION

1. NAME OF ASSOCIATION

The name of the Association is Sydney Junior Rugby Union ("**Association**").

2. DEFINITIONS AND INTERPRETATION

2.1. Definitions

In this Constitution unless the contrary intention appears:

"Act" means the *Associations Incorporation Act 2009 (NSW)*.

"Administrator" means the administrator of the Association paid by either the Association and / or the Governing Bodies and / or an entity associated with a Governing Body. The Administrator has no voting rights at board meetings, general meetings, or special meetings.

"Affiliate Member" means a person who is associated with a member but excludes an Individual Member or an Individual Junior Member.

"Annual General Meeting" means a General Meeting convened in accordance with **clause 21(a)**.

"Appointed Director" means a person elected or appointed under this Constitution as a member of the Board and denoted as an "Appointed Director" but excludes a Director and the Secretary.

"Association" means Sydney Junior Rugby Union.

"Board" means the board or committee of Directors and Appointed Directors constituted in accordance with this Constitution.

"Chairperson" means an individual elected by the Members to the position of Chairperson and whose position is defined in **clause 18.6**.

"Club" means a club which is a member, or is otherwise affiliated with the Association as determined by the Board from time to time, and includes the clubs as set out in **Appendix B**.

"Constitution" means this constitution of the Association as amended or replaced from time to time.

"Delegate" means the person(s) appointed from time to time to act for and on behalf of a District or Club and to represent the District or Club at General Meetings.

“Director” means a person elected or appointed under this Constitution as a member of the Board and denoted as a “Director” but excludes:

- (a) an Appointed Director.
- (b) the Administrator; and
- (c) any person who is a President or a Delegate of either a District or a Club.

“District” means a district which is a member, or is otherwise affiliated with the Association as determined by the Board from time to time, and includes the districts as set out in **Appendix A**.

“Finance Director” means an individual elected by the Members to the position of Finance Director.

“Financial year” means the financial year from 1st September 2017 to 30th September 2018 and from thereafter for a period of 12 months commencing on 1st October and ending on 30th September each year.

“General Meeting” means a duly constituted meeting of Members and includes an Annual General Meeting and a Special General Meeting.

“Governing Bodies” means the Australian Rugby Union, Australian Junior Rugby Union, New South Wales Rugby Union, New South Wales Junior Rugby Union and any other body nominated by the Board.

“Individual Member” means a registered and financial member of a District or Club or a parent / guardian of an Individual Junior Member or a natural person who is otherwise recognized by the Association as an Individual Member.

“Individual Junior Member” means a registered and financial Junior member of a District or a Club or a natural person who is otherwise recognized by the Association as an Individual Junior Member.

“Intellectual Property” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos, or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association within the Sydney metropolitan area.

“Junior” means a person who is under the age of 18 years as of 1 January of each year.

“Junior Rugby Union” means the game of rugby union played by Districts and Clubs within the Sydney metropolitan area and such other areas as may be determined by the Board from time to time.

“Life Member” means an individual appointed as a Life Member of the Association under **clause 5.2**.

“Member” means a member for the time being of the Association under **clause 5**.

“Objects” means the objects of the Association in **clause 3**.

“Public Officer” means the Director nominated by the Board to be the public officer of the Association in accordance with the Act.

“Register” means a register of Members kept and maintained in accordance with **clause 7**.

“Regulations” mean any Regulations made by the Board from time to time under **clause 37**.

“Secretary” is a natural person with the specific duties listed in clause 19 and can be a director

“Special General Meeting” has the meaning given in **clause 21(b)**.

“Special Resolution” means a special resolution defined in the Act.

“Zone” means a zone which is a member, or is otherwise affiliated with the Association as determined by the Board from time to time, and includes the zones as set out in **Appendix C**.

2.2. Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code, or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments, or replacements of any of them (whether of the same or any legislative authority having jurisdiction);
- (h) a reference to a right or obligation of two or more persons confers that right, or imposes that obligation, as the case may be, jointly and severally;
- (i) a reference to anything (including any amount) is a reference to the whole or each part of it and a reference to a group of persons is a reference to any one or more of them; and
- (j) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of

representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3. Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4. The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE ASSOCIATION

The Association is established solely for the Objects. The Governing Bodies have delegated the management and administration of District and Club rugby within the Sydney metropolitan area to the Association. The Objects of the Association are to:

- (a) grow, develop, foster, regulate, promote, and control all Junior Rugby Union within the Sydney metropolitan area and such other areas as may be determined by the Board from time to time;
- (b) participate as a member of the Governing Bodies so Junior Rugby Union can be conducted, encouraged, promoted, advanced, and administered within the Sydney metropolitan area;
- (c) conduct, encourage, promote, advance, and administer Junior Rugby Union within the Sydney metropolitan area;
- (d) ensure the maintenance and enhancement of the Association, the Governing Bodies, the Members and Junior Rugby Union, its standards, quality, and reputation for the benefit of the Members and Junior Rugby Union;
- (e) at all times promote mutual trust and confidence between the Association, the Governing Bodies, and the Members in pursuit of these Objects;
- (f) at all times act on behalf of, and in the interest of, the Members and Junior Rugby Union within the Sydney metropolitan area;
- (g) promote the economic and community service success, strength and stability of the Association, the Members and Junior Rugby Union within the Sydney metropolitan area;
- (h) affiliate and otherwise liaise with the Governing Bodies and adopt its rule and policy framework to further these Objects and Junior Rugby Union;
- (i) use and protect the Intellectual Property in the pursuit of the Objects;

- (j) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects;
- (k) strive for Government, commercial and public recognition of the Association as the controlling body for Junior Rugby Union within the Sydney metropolitan area;
- (l) abide by, promulgate, enforce, and secure uniformity in the application of, the rules of Junior Rugby Union as may be determined from time to time by the Governing Bodies and as may be necessary for the management and control of Junior Rugby Union and related activities within the Sydney metropolitan area;
- (m) advance the operations and activities of the Association within the Sydney metropolitan area;
- (n) further develop Junior Rugby Union into an organized institution and with these Objects in view, to foster, regulate, organize, and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (o) review and / or determine any matters relating to Junior Rugby Union which may arise, or be referred to it, by any Member;
- (p) recognize any penalty imposed by any Member;
- (q) act as arbiter (as required) on all matters pertaining to the conduct of Junior Rugby Union within the Sydney metropolitan area, including disciplinary matters;
- (r) pursue such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of Junior Rugby Union within the Sydney metropolitan area;
- (s) adopt and implement such policies as may be developed by the Governing Bodies, including (as relevant and applicable) member protection, anti-doping, health and safety, junior sport, infectious diseases, and such other matters as may arise as issues to be addressed in Junior Rugby Union;
- (t) represent the interests of its members and of Junior Rugby Union generally in any appropriate forum in the Sydney metropolitan area;
- (u) have regard to the public interest in its operations;
- (v) do all that is reasonably necessary to enable these Objects to be achieved and enable Members to receive the benefits which these Objects are intended to achieve;
- (w) promote the health and safety of Members and all other participants in Junior Rugby Union within the Sydney metropolitan area;
- (x) seek and obtain improved facilities for the enjoyment of Junior Rugby Union within the Sydney metropolitan area; and
- (y) undertake and / or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS

5.1. Categories of Members

The Members shall consist of:

- (a) Districts, which subject to this Constitution, shall be represented by a Delegate, and who shall have the right to receive notice of General Meetings and to be present, debate and vote on behalf of the District at General Meetings;
- (b) Clubs, which subject to this Constitution, shall be represented by a Delegate, and who shall have the right to receive notice of General Meetings and to be present, debate and vote on behalf of the Club at General Meetings;
- (c) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present and to debate at General Meetings but shall have no voting rights;
- (d) Directors, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present and to debate at General Meetings but shall have no voting rights;
- (e) Zones and Individual Members who shall have the right to be present at General Meetings but shall have no rights to debate or to vote at General Meetings;
- (f) Affiliate Members and Individual Junior Members who shall have no rights; and
- (g) such new or other categories of Members as may be established by the Board. Any new category of Member established by the Board cannot be granted voting rights without the approval of the Association in General Meeting.

5.2. Life Members

- (a) The Board may recommend to the Annual General Meeting that any natural person, who has rendered distinguished service to the Association or Junior Rugby Union, where such service is deemed to have assisted the advancement of Junior Rugby Union within the Sydney metropolitan area, be appointed as a Life Member. The Board may recommend to the AGM that any person, alive or deceased, who has rendered distinguished service to the Association or Junior Rugby Union in New South Wales, where such service is deemed to have assisted the advancement of Junior Rugby Union in New South Wales, be appointed as a Life Member.
- (b) A resolution of the AGM to confer life membership (subject to clause **5.3(c)**) on the recommendation of the Board must be a Special Resolution.

- (c) A person, or their representative if the person is deceased, must accept or reject the Association's resolution to confer life membership. Upon acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

6. AFFILIATION

6.1. Districts and Clubs

- (a) To be, or remain, eligible for membership of the Association a District or Club must be incorporated or in the process of being incorporated under the Act. This process must be complete within one year of applying for membership under this Constitution or such further time as agreed by the Board from time to time in writing.
- (b) For such time as the District or Club is not incorporated, the President of any such unincorporated District or Club shall be deemed to be the Member (on behalf of the unincorporated entity) and shall be entitled to exercise the same voting and other rights and have the same obligations and shall follow such procedures on behalf of the unincorporated District or Club as incorporated Members, to the extent that this is possible.
- (c) Any dispute or uncertainty as to the application of this Constitution to an unincorporated District or Club shall be resolved by the Board in its sole discretion.
- (d) Failure to incorporate within the period stated in **clause 6.5(a)** shall result in the expulsion of the President (acting on behalf of the unincorporated entity) from membership. The expelled unincorporated entity shall not be entitled to re-apply for membership until it becomes incorporated.
- (e) The Association shall provide all reasonable assistance and resources to enable a District or Club to become incorporated.

6.2. Application for Affiliation

An application for Member affiliation must be:

- (a) in writing on the form prescribed from time to time by the Board (if any), from the applicant or its nominated representative and lodged with the Association;
- (b) accompanied by a copy of the applicant's constitution (which must be acceptable to the Association and must substantially conform to this Constitution) and the applicant's register of members;
- (c) accompanied by such additional information as determined from time to time by the Board (if any); and
- (d) accompanied by the appropriate fee (if any).

6.3. Discretion to Accept or Reject Application

- (a) The Association may accept or reject an application whether the applicant has complied with the requirements in **clauses 6.1 and 6.2** or not. The Association shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Association accepts an application, the applicant shall, become a Member. Membership shall be deemed to commence upon acceptance of the application by the Association. The Secretary and/or Administrator shall amend the Register accordingly as soon as practicable.
- (c) Where the Association rejects an application, the Association shall refund any fees forwarded with the application and the application shall be deemed rejected by the Association.

6.4. Re-Affiliation

- (a) Districts and Clubs must re-affiliate annually with the Association in accordance with the procedures set down by the Association in Regulations from time to time.
- (b) Upon re-affiliation a District or Club must lodge with the Association an updated copy of its constitution (including all amendments) and must provide details of any change in its Delegate and any other information reasonably required by the Association. Each District and Club must ensure that its constitution is amended to conform to any amendments made to this Constitution and / or to the Governing Bodies constitution.

6.5. Deemed Membership

- (a) All Districts detailed in Appendix A shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) All Clubs detailed in Appendix B shall be deemed Members from the time of approval of this Constitution under the Act.
- (c) All Zones detailed in Appendix C shall be deemed Members from the time of approval of this Constitution under the Act.
- (d) Districts and Clubs shall provide the Association with such details as are reasonably required by the Association under this Constitution within one (1) month of the approval of this Constitution under the Act.
- (e) Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **clauses 6.5 (a), (b) and (c)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

6.6. Affiliation to Other Organizations

The Association shall seek to be affiliated with such other bodies as may be determined by the Board from time to time.

7. REGISTER OF MEMBERS

7.1. Association to keep Register

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address, category of membership and date of entry to membership of each District and Club; and
- (b) the full name, residential address, and date of entry to membership of each Director and Life Member; and
- (c) where applicable, the date of termination of membership of any District or Club.

Districts, Clubs, Directors and Life Members shall provide notice of any change and required details to the Association within one month of such change.

7.2. Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Life Member or Director, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3. Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Board considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the Regulations and the Governing Bodies constitution and regulations;
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Board or other entity with delegated authority;
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Association and the Governing Bodies;
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Junior Rugby Union within the Sydney metropolitan area; and
- (e) they are entitled to all benefits, advantages, privileges, and services of Association membership.

9. DISCONTINUANCE OF MEMBERSHIP

9.1. Notice of Resignation

- (a) A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving one months' notice in writing to the Association of such resignation or withdrawal provided it is in accordance with the Regulations.
- (b) A District or Club may not resign, disaffiliate, or otherwise seek to withdraw from the Association unless it is in accordance with the Regulations and without approval by Special Resolution of the District or Club. A copy of the relevant minutes of the District or Club meeting showing that the Special Resolution has been passed by the District or Club must be provided to the Association.
- (c) If a District or Club ceases to be a Member under this Constitution, the Association membership of all Individual Members affiliated or registered with or through the District or Club shall not automatically cease at that time but shall be dealt with in accordance with the Regulations.
- (d) Upon the Association receiving notice of resignation of membership given under **clauses 9.1(a) and (b)**, an entry in the Register shall be made recording the date on which the Member who or which gave notice ceased to be a Member.

9.2. Discontinuance for breach

- (a) Membership of the Association may be discontinued by the Board upon breach of any clause of this Constitution or the Regulations, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the Regulations or any resolutions or determinations made or passed by the Board or any duly authorized committee.
- (b) Membership shall not be discontinued by the Board under **clause 9.2(a)** without the Board first giving the accused Member the opportunity to explain the breach and / or remedy the breach.
- (c) Where a Member fails, in the Board's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2(a)** by the Association giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3. Discontinuance for failure to re-affiliate

Membership of the Association may be discontinued by the Board if a District or Club has not re-affiliated with the Association within one month of re-affiliation falling due. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.3** as soon as practicable.

9.4. Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.2 or 9.3**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Board.

9.5. Forfeiture of Rights

A person or entity who or which ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately. Where a District or Club ceases to be a Member it shall also forfeit all representation rights on the Board and at General Meetings.

9.6. Delegate Position Lapses

The position of Delegate shall lapse immediately on cessation of membership of a District or Club.

9.7. Membership may be Reinstated

Membership which has been discontinued under this **clause 9** may be reinstated at the discretion of the Board, with such conditions as it deems appropriate.

9.8. Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

10. DISCIPLINE

- (a) Where the Board is advised or considers that a member has allegedly:
 - (i) breached, failed, refused, or neglected to comply with a provision of this Constitution, the Regulations, the Governing Bodies constitution or regulations or any resolution or determination of the Board or any duly authorized committee; or
 - (ii) acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the Association, Governing Bodies and / or Junior Rugby Union; or
 - (iii) brought the Association, the Governing Bodies, any other Member or Junior Rugby Union into disrepute;

the Board may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member, will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties, and the appeal mechanisms of the Association set out in the Regulations.

- (b) The Board may appoint a Judiciary to deal with any disciplinary matter referred to it. Such a Judiciary shall operate in accordance with the procedures expressed in the Regulations but subject always to the Act.

- (c) The Board may appoint an Appeals Tribunal to hear any appeals of decisions by the Judiciary. Such an Appeals Tribunal shall operate in accordance with the procedures expressed in the Regulations but subject always to the Act.

11. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and any fees or other levies payable by Members to the Association, the time for and manner of payment, shall be as determined by the Board.

12. EXISTING DIRECTORS

- (a) The members of the administrative or governing body (by whatever name called) of the Association in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such adoption of this Constitution. After this General Meeting the positions of Directors shall be filled, vacated, and otherwise dealt with in accordance with this Constitution.
- (b) The person known and appointed to the position of Secretary (or similar title) immediately prior to approval of this Constitution under the Act shall continue in that position following such approval.

13. POWERS OF THE BOARD

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Board. In particular, the Board as the governing body for Junior Rugby Union within the Sydney metropolitan area shall be responsible for acting on State and local issues in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the Sydney metropolitan area and shall govern Junior Rugby Union within the Sydney metropolitan area in accordance with this Constitution and in particular the Objects.

14. COMPOSITION OF THE BOARD

14.1. Composition of the Board

The Board shall comprise:

- (a) a minimum of four (4) Directors and a maximum of fifteen (15) Directors; who must all be Individual Members and who shall be elected under **clause 15.3**; and
- (b) a maximum of five (5) Appointed Directors;

who need not be Individual Members and who may be appointed by the Directors elected under **clause 15**.

14.2. Election and Appointment of Directors and Appointed Directors

- (a) The Directors shall be elected under **clause 15**.
- (b) The Appointed Directors may be appointed under **clause 16**.

14.3. Portfolios

The Board may allocate portfolios and / or titles to Directors and Appointed Directors.

15. DIRECTORS

15.1. Nominations

- (a) Nominations for Director positions shall be called for fourteen (14) days prior to the Annual General Meeting. When calling for nominations' details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be as determined by the Board from time to time.
- (b) Nominees for Director positions must declare any position they hold in a District or Club including as an officer (howsoever described including as a Delegate) or as a full-time employee.

15.2. Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by the Delegate of either a District or a Club;
- (d) certified by the nominee (who must be an Individual Member) expressing his willingness to accept the position for which he is nominated; and
- (e) delivered to the Association not less than seven (7) days before the date fixed for the Annual General Meeting.

If no nominations are received for a particular Director position, then the Secretary shall extend the time for nominations for that particular Director position to not less than two (2) days before the date fixed for the Annual General Meeting.

15.3. Elections

- (a) If the number of nominations received for the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected only if approved by the majority of Members either in attendance or by Proxy.
- (b) If there are insufficient nominations received to fill all vacancies on the Board, or if a person is not approved by the majority of Members under **clause 15.3(a)**, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.

- (d) Voting shall be conducted in such manner and by such method as may be determined by the Board from time to time.

15.4. Term of Appointment for Directors

- (a) Directors elected under this **clause 15** shall be elected for a term of two (2) years. Subject to provisions in this Constitution relating to earlier retirement or removal of Directors, Directors shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (b) Fifty per cent (50%) of the Directors shall retire in each odd year and fifty per cent (50%) of the Directors shall retire in each even year until, after two (2) years the original elected Directors have retired after which those Directors (or their replacements) who first retired, shall retire and so on.
- (c) The sequence of retirements under **clause 15.4(b)** to ensure rotational terms shall be determined by the Board. If the Board cannot agree it will be determined by lot.
- (d) Following the adoption of this Constitution, no person who has served as a Director for a period of three (3) consecutive full terms shall be eligible for election as a Director until the next Annual General Meeting following the date of conclusion of his last term as a Director.

16. APPOINTED DIRECTORS

16.1. Appointment of Appointed Directors

The Directors may appoint up to five (5) Appointed Directors.

16.2. Qualifications for Appointed Directors

The Appointed Directors may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Board composition. They do not need to be Individual Members but must be natural persons.

16.3. Term of Appointment for Appointed Directors

- (a) Appointed Directors may be appointed by the Directors under this Constitution for a maximum term of two (2) years, which shall commence from the first Board meeting after the Annual General Meeting until after the conclusion of the second Annual General Meeting following.
- (b) Appointed Directors may be appointed to ensure rotational terms that coincide with the Directors' rotational terms.
- (c) Any adjustment to the term of Appointed Directors appointed under this Constitution necessary to ensure rotational terms under this Constitution shall be determined by the Board.
- (d) Following the adoption of this Constitution, no person who has served as an Appointed Director for a period of three (3) consecutive full terms shall be

eligible for appointment as an Appointed Director until the next Annual General Meeting following the date of conclusion of his last term as an Appointed Director.

17. VACANCIES ON THE BOARD

17.1. Casual Vacancies

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Director's term under this Constitution.

17.2. Grounds for Termination of a Director or an Appointed Director

In addition to the circumstances in which the office of a director or an Appointed Director becomes vacant by virtue of the Act, the office of a Director or Appointed Director becomes vacant if the Director or Appointed Director:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to the Association;
- (e) is absent without the consent of the Board from meetings of the Board held during a period of six (6) months;
- (f) holds any office of employment with the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (h) in the opinion of the Board (but subject always to this Constitution):
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Association; or
 - (ii) has brought the Association into disrepute;
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

17.3. Board May Act

In the event of a casual vacancy or vacancies in the office of a director or an Appointed Director, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the

purpose of increasing the number of Director(s) to a number sufficient to constitute such a quorum.

18. MEETINGS OF THE BOARD

18.1. Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Board within a reasonable time.

18.2. Decisions of Board

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of Directors shall for all purposes be deemed a determination of the Board. All Directors shall have one (1) vote on any question. All Appointed Directors have no voting rights on any question. Where voting is equal the Chairperson may not exercise a casting vote.

18.3. Resolutions not in Meeting

- (a) A resolution in writing, signed or assented to by email, telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Directors shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one (1) or more of the Directors.
- (b) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Board may be held where one (1) or more of the Directors is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board or this Constitution and such notice specifies that Directors are not required to be present in person;
 - (iii) if a failure in communications prevents **clause 18.3(b)(i)** from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **clause 18.3(b)(i)** is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
 - (iv) any meeting held where one (1) or more of the Directors is not physically present shall be deemed to be held at the place specified in

the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

18.4. Quorum

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is fifty per cent (50%) of the Directors.

18.5. Notice of Board Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than seven (7) days written notice of the meeting of the Board shall be given to each Director. The agenda shall be forwarded to each Director and each Appointed Director not less than twenty-four (24) hours prior to such meeting.

18.6. Chairperson

The Chairperson shall be the nominal head of the Association and will act as chair of any Board meeting or General Meetings at which he is present. If the Chairperson is not present or is unwilling or unable to preside at a Board meeting or General Meeting the remaining Directors shall appoint another Director to preside as chair for that meeting only.

18.7. Directors' Interests

A Director is disqualified from holding any place of profit or position of employment in the Association or in any company or incorporated association in which the Association is a shareholder or otherwise interested or from contracting with the Association either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of the Association in which any Director is in any way interested will be void unless approved by the Board.

18.8. Conflict of Interest

A Director shall declare his interest in any:

- (a) contractual matter;
- (b) selection matter;
- (c) disciplinary matter; or
- (d) financial matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Director votes the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself from discussions and refrain from voting, the issue should be immediately determined by a vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

18.9. Disclosure of Interests

- (a) The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the relevant matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a director becomes interested in a matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Board held after the Director becomes so interested.
- (b) All disclosed interests must also be disclosed to each Annual General Meeting in accordance with the Act.

18.10. General Disclosure

A general notice that a director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **clause 18.9** as regards such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

18.11. Recording Disclosures

Any declaration made, any disclosure or any general notice given by a director in accordance with **clauses 18.8, 18.9** and / or **18.10** must be recorded in the minutes of the relevant meeting.

19. SECRETARY

19.1. Specific Duties

The Secretary shall:

- (a) as far as practicable attend all Board meetings and all General Meetings;
- (b) prepare the agenda for all Board meetings and all General Meetings;
- (c) record and prepare minutes of the proceedings of all Board meetings and General Meetings and shall use his/her best endeavors to distribute those minutes to Districts and Clubs promptly after the meeting approving the minutes.

19.2. Board Power to Manage

Subject to the Act, this Constitution, the Regulations and any policy directive of the Board, the Administrator has the power to perform all such things as appear necessary or desirable for the proper management and administration of the Association. No resolution passed by the Association in a General Meeting shall invalidate any prior act of the Administrator or the Board which would have been valid if that resolution had not been passed. The Administrator must as far as practical, attend all Board meetings and all General Meetings and regularly report to the Board on the activities of, and issues relating to, the Association.

20. DELEGATIONS

20.1. Board may Delegate Functions

The Board may by instrument in writing create or establish or appoint special committees, individual officers, and consultants to carry out such duties and functions, and with such powers, as the Board determines from time to time. In exercising its power under this clause, the Board must take into account broad stakeholder involvement.

20.2. Delegation by Instrument

The Board may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Board or the Administrator by the Act or any other law, or this Constitution or by resolution of the Association in General Meeting.

20.3. Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

20.4. Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under **clause 18** above. The entity exercising delegated powers shall make decisions in accordance with the Objects and shall promptly provide the Board with details of all material decisions and shall provide any other reports, minutes and information as the Board may require from time to time.

20.5. Delegation may be Conditional

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

20.6. Revocation of Delegation

The Board may by instrument in writing, at any time revoke wholly or in part any delegation made under this clause and may amend or repeal any decision made by such body or person under this clause.

21. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting of the Association shall be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Board.
- (b) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

22. SPECIAL GENERAL MEETINGS

22.1. Special General Meetings May be Held

The Board may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this clause more than fifteen (15) months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

22.2. Requisition of Special General Meetings

- (a) The Secretary shall on the requisition in writing of not less than ten per cent (10%) of voting Members convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the requisition and be sent to the Association and may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Secretary does not cause a Special General Meeting to be held within one (1) month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

23. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every District, Club, Life Member, or other Member entitled to receive notice at the address appearing in the Register kept by the Association. The auditor, Secretary and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.

- (c) At least fourteen (14) days' notice of an Annual General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting;
 - (ii) any notice of motion received from the Board;
 - (iii) any notice of motion received from Members entitled to vote; and
 - (iv) forms of authority in blank for proxy votes.
- (d) At least twenty-one (21) days' notice of a Special General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the matters required under **clause 23(c)**; and
 - (ii) which resolutions are proposed as special resolutions;
- (e) Notice of every General Meeting shall be given in the manner authorized in **clause 41**.

24. BUSINESS

- (a) The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Board and auditors, the election of Directors under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a General Meeting and all business that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 24(a)** shall be special business.
- (c) No business other than that stated on the notice for a General Meeting shall be transacted at that meeting.

25. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than twenty-one (21) days (excluding receiving date and meeting date) prior to the Annual General Meeting and not less than twenty eight (28) days (excluding receiving date and meeting date) prior to a Special General Meeting.

26. PROCEEDINGS AT GENERAL MEETINGS

26.1. Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be one third of the voting Members represented by their Delegates either in person or by Proxy.

26.2. Chairperson to preside

The Chairperson of the Board shall, subject to this Constitution, preside as chair at every General Meeting except:

- (a) in relation to any election for which the Chairperson is a nominee; or
- (b) where a conflict of interest exists.

If the Chairperson is not present or is unwilling or unable to preside the Delegates present shall appoint another Director to preside as Chairperson for that meeting only.

26.3. Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the Chairperson may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall constitute a quorum.
- (b) The Chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 26.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

26.4. Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the Chairperson; or
- (b) a simple majority of Delegates on behalf of their members.

26.5. Recording of Determinations

Unless a poll is demanded under **clause 26.4**, a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

26.6. Where Poll Demanded

If a poll is duly demanded under **clause 26.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

27. VOTING AT GENERAL MEETINGS

27.1. Members Entitled to Vote

- (a) Each District and Club shall be entitled to one (1) vote at General Meetings which, subject to this clause, shall be exercised by the District's or Club's Delegate.
- (b) Each District will be entitled to vote at General Meetings provided the District: -
 - (i) has no fees payable to the Association which are more than thirty (30) days outstanding at the date of the General Meeting except where a payment arrangement is agreed with the Board prior to the General Meeting; and
 - (ii) entered a representative team in a tournament in the current year and / or the previous year and that tournament was sanctioned by the Association;
- (c) Each Club will be entitled to vote at General Meetings provided the Club: -
 - (i) has no fees payable to the Association which are more than thirty (30) days outstanding at the date of the General Meeting except where a payment arrangement is agreed with the Board prior to the General Meeting; and
 - (ii) entered a team in a junior competition in the current year and / or the previous year and that competition was sanctioned by the Association; or
 - (iii) entered a team in a Minis competition in the current year and / or the previous year and that competition was sanctioned by their District and the Association;
- (d) No other Member shall be entitled to vote but shall subject to this Constitution have, and be entitled to exercise, those rights set out in **clause 5.1**.
- (e) The Directors and Secretary shall have no right to vote at General Meetings.

27.2. Postal Voting

No motion shall be determined by a postal ballot unless determined by the Board. If the Board so determines, the postal ballot shall be conducted under the procedures set by the Board from time to time.

28. PROXY VOTING

- (a) Proxy voting shall be permitted at all General Meetings provided a proxy form in the form approved by the Board from time to time, has been duly completed and executed and is lodged with the Secretary at or before the commencement of the meeting. Proxies shall only be exercised by Members entitled to vote.
- (b) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. A Delegate shall be entitled to instruct his proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed the proxy may exercise the proxy vote as he thinks fit.
- (c) The proxy for a Club may only be held by the district to which the Club is affiliated with or the Chairperson.

29. STRATEGIC FORUM OF ASSOCIATION

29.1. Strategic Forums

The Association shall hold a strategic forum at least once per year. The object of the strategic forum is to:

- (a) inform the Board of significant membership issues;
- (b) assist the Board to design or review the Association's strategic plan and direction;
- (c) discuss Junior Rugby Union issues within the Sydney metropolitan area;
- (d) provide feedback to the Board on the results of its governance decisions in practice at Member level.

29.2. Attendees at Strategic Forums

The following persons may attend strategic forums of the Association:

- (a) up to two (2) representatives from each District and Club; and
- (b) the Life Members; and
- (c) the Directors; and
- (d) such other persons the Board considers should be invited.

30. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this clause applies to disputes under this Constitution between a Member and:
 - (i) another Member; or
 - (ii) the Association.

- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within seven (7) days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within a further fourteen (14) days, refer the dispute to the Association for resolution by a tribunal established by the Board in accordance with the procedures determined by the Board from time to time.
- (d) The Board may prescribe additional grievance procedures in Regulations consistent with this **clause 30**.

31. RECORDS AND ACCOUNTS

31.1. Records

The Association shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Board and shall produce these as appropriate at each Board or General Meeting.

31.2. Records Kept in Accordance with Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary and/or the Administrator.

31.3. Association to Retain Records

The Association shall retain such records for seven (7) years after the completion of the transactions or operations to which they relate.

31.4. Board to Submit Accounts

The Board shall submit to the Members at the Annual General Meeting the statements of account of the Association in accordance with this Constitution and the Act.

31.5. Accounts Conclusive

The statements of account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within three (3) months after such approval or adoption.

31.6. Accounts to be Sent to Members

The Secretary shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the statements of account, the Board's report, the auditor's report, and every other document required under the Act (if any).

31.7. Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, by any two (2) duly authorized Directors or in such other manner as the Board determines.

32. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Association in General Meeting. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the *Corporations Act* and generally accepted principles, and / or any applicable code of conduct. The auditor may be removed by the Association in General Meeting.
- (b) The accounts of the Association shall be examined, and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year.

33. INCOME

33.1. Income and property of the Association shall be derived from such sources as the Board determines from time to time.

33.2. The income and property of the Association shall be applied solely towards the promotion of the Objects.

33.3. Except as prescribed in this Constitution or the Act:

- (a) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

33.4. Nothing in **clauses 33.2** or **33.3** shall prevent payment in good faith of or to any Member for:

- (a) any services actually rendered to the Association whether as an employee, Director or otherwise;
- (b) goods supplied to the Association in the ordinary and usual course of operation;
- (c) interest on money borrowed from any Member;
- (d) rent for premises demised or let by any Member to the Association;
- (e) any out-of-pocket expenses incurred by the Member on behalf of the Association;

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

34. WINDING UP

- (a) Subject to this Constitution the Association may be wound up in accordance with the Act.
- (b) The liability of each Member is limited to the outstanding annual membership subscription (if any) and any outstanding fees or other levies payable by the Member to the Association.
- (c) Every Member undertakes to contribute to the assets of the Association if it is wound up while a member, or within one year after ceasing to be a member, for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

35. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to another organization or organizations having objects similar to the Objects and which prohibits 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 Association by this Constitution. Such organization(s) are to be determined by the Members in General Meeting at or before the time of dissolution and in default thereof by the Governing Bodies.

36. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution or as otherwise permitted by the Act.

37. REGULATIONS

37.1. Board to Formulate Regulations

The Board may formulate, issue, adopt, interpret, and amend such Regulations for the proper advancement, management and administration of the Association, the advancement of the Objects and the purposes of the Association and Junior Rugby Union within the Sydney metropolitan area as it thinks necessary or desirable. Such Regulations must be consistent with the Constitution, the Governing Bodies constitution, any regulations made by the Governing Bodies and any policy directives of the Board.

37.2. Regulations Binding

All Regulations are binding on the Association and all Members.

37.3. Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be Regulations and shall continue to apply.

37.4. Bulletins Binding on Members

Amendments, alterations, interpretations, or other changes to Regulations shall be advised to Members by means of Bulletins approved by the Board and prepared and issued by the Administrator. Districts and Clubs shall take reasonable steps to distribute information in the Bulletins to Individual Members. The matters in the Bulletins are binding on all Members.

38. STATUS AND COMPLIANCE OF ASSOCIATION

38.1. Recognition of Association

The Association is a member of New South Wales Junior Rugby Union and is recognized by the Governing Bodies as the controlling authority for Junior Rugby Union within the Sydney metropolitan area and subject to compliance with this Constitution and the Governing Bodies constitution shall continue to be so recognized and shall administer Junior Rugby Union within the Sydney metropolitan area in accordance with the Objects.

38.2. Compliance of Association

The Members acknowledge and agree the Association shall:

- (a) be or remain incorporated in New South Wales;
- (b) apply its property and capacity solely in pursuit of the Objects and Junior Rugby Union;
- (c) do all that is reasonably necessary to enable the Objects to be achieved;
- (d) act in good faith and loyalty to ensure the maintenance and enhancement of Junior Rugby Union, its standards, quality, and reputation for the benefit of the Members and Junior Rugby Union;
- (e) at all times act in the interests of the Members and Junior Rugby Union;
- (f) not resign, disaffiliate, or otherwise seek to withdraw from the Governing Bodies without approval by Special Resolution; and
- (g) abide by the Governing Bodies constitution and the Laws of Rugby as promulgated by the Governing Bodies.

38.3. Operation of Constitution

The Association and the Members acknowledge and agree:

- (a) that they are bound by this Constitution and that this Constitution operates to create uniformity in the way in which the Objects and Junior Rugby Union are to be conducted, promoted, encouraged, advanced and administered throughout the Sydney metropolitan area;
- (b) to ensure the maintenance and enhancement of Junior Rugby Union, its standards, quality and reputation for the benefit of the Members and Junior Rugby Union;

- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Junior Rugby Union and its maintenance and enhancement;
- (d) to promote the economic and community service success, strength, and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (e) to act in the interests of Junior Rugby Union and the Members;
- (f) that should a member have administrative, operational or financial difficulties the Association may act to assist the Member in whatever manner the Association considers appropriate.

39. ASSOCIATION'S CONSTITUTION

39.1. Constitution of the Association

This Constitution will clearly reflect the objects of the Governing Bodies and will conform to the Governing Bodies constitution, subject always to the Act.

39.2. Operation of Governing Bodies constitution

- (a) The Association will take all reasonable steps to ensure this Constitution conforms to the Governing Bodies constitution subject always to the Act.
- (b) The Association shall provide to the Governing Bodies a copy of this Constitution and all amendments to this document. The Association acknowledges and agrees that the Governing Bodies has power to veto any provision in its Constitution which, in Governing Bodies opinion, is contrary to the objects of the Governing Bodies.

39.3. Register

The Association shall maintain, in a form acceptable to the Governing Bodies, but otherwise in accordance with the Act, a Register of all Districts, Clubs, Life Members and Directors and if appropriate all Zones, Individual Members, Individual Junior Members and Affiliate Members.

40. STATUS AND COMPLIANCE OF DISTRICTS AND CLUBS

40.1. Compliance

Districts and Clubs acknowledge and agree that they shall:

- (a) be or remain incorporated in New South Wales;
- (b) nominate a Delegate annually to attend General Meetings, and shall inform the Association of the details of that person accordingly;
- (c) if requested by the Board, provide the Association with a copy of their annual financial report and other associated documents as soon as practicable, following the District's or Club's annual general meeting;

- (d) recognize the Association as the authority for Junior Rugby Union within the Sydney metropolitan area and the Governing Bodies as the respective national and state authorities for Junior Rugby Union;
- (e) adopt and implement such communications and Intellectual Property policies as may be developed by the Association from time to time; and
- (f) have regard to the Objects in any matter of the District or Club pertaining to Junior Rugby Union.

40.2. District and Club Constitutions and Regulations

- (a) The constituent documents of Districts and Clubs will clearly reflect the Objects and will conform to this Constitution and Regulations.
- (b) Districts and Clubs will take all reasonable steps necessary to ensure their constituent documents conform to this Constitution and Regulations.
- (c) Districts and Clubs shall, on written demand, provide to the Association a copy of their constituent documents and all amendments to these documents. Districts and Clubs acknowledge and agree that the Association has power to veto any provision in a District or Club constitution or regulations which, in the Association's opinion, is contrary to the Objects.
- (d) The constituent documents of each District and Club shall, at the earliest available opportunity, but within one year of the commencement of this Constitution, recognize the Association as the authority for Junior Rugby Union within the Sydney metropolitan area and the Governing Bodies as the respective national and state authorities for Junior Rugby Union in Australia.
- (e) In the event of a conflict or inconsistency between the Constitution and Regulations and the constituent documents and regulations of a District or Club then the Constitution and Regulations will prevail.

40.3. Register

Districts and Clubs shall maintain, in a form acceptable to the Association, a register of all Members of the District or Club. If requested by the Board each District and Club shall provide a copy of the register at a time and in a form acceptable to the Association and shall provide regular updates of the register to the Association.

41. NOTICE

- (a) Notices may be given by the Association to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address, or in the case of a Delegate, to the last notified address, facsimile number, or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying, and posting the notice. Service of the notice is deemed to have been effected three (3) days after posting.

- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to / or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

42. CHIEF PATRON AND PATRONS

The Association at its Annual General Meeting may appoint annually on the recommendation of the Board a Chief Patron and such number of Patrons as it considers necessary, subject to approval of that person or persons.

43. INDEMNITY

- (a) Every Director and employee of the Association shall be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity or appointment as Director or employee in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Association shall indemnify its Directors and employees against all damages and losses (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission except willful misconduct:
 - (i) in the case of a director, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of their employment by the Association.

APPENDIX A: DISTRICTS

Eastern Suburbs District Junior Rugby Union
Eastwood District Junior Rugby Union
Gordon Junior Rugby Union
Manly Junior Rugby Union
Northern Suburbs Junior Rugby Union
Western Sydney Two Blues Junior Rugby Union
Penrith District Junior Rugby Union
Randwick District Junior Rugby Union
Southern Districts Junior Rugby Union
Sydney University District Junior Rugby Union
Warringah Junior Rugby Union
West Harbour Junior Rugby Union

APPENDIX B: CLUBS

Allambie Rugby Club
Balmain Junior Rugby Club
Bays Junior Rugby Union Football Club
Northern Barbarians Junior Rugby Club
Blacktown Junior Rugby Union Club
Blue Mountains Junior Rugby Club
Bondi Breakers Junior Rugby Union Football Club
Box Hill (NSW) Junior Rugby Club
Briars Junior Rugby Club
Burraneer Rugby Club
Canterbury District Junior Rugby Union Club
Central Eastwood Rugby Football Club
Chatswood Junior Rugby Club
Clovelly Junior Rugby Football Club
Collaroy Rugby Club
Coogee Junior Rugby Union Football Club
Dee Why Rugby Football Club
Drummoyne District Junior Rugby Union Club
Dundas Valley Junior Rugby Union Club
Dural Rugby Club
East Junior Beasties Rugby Union Football Club
East Wallaroos Junior Rugby Union Club
Engadine Lions Rugby Club
Forest Rugby Union Club
Harbord Harlequins Rugby Club
Hawkesbury Valley Junior Rugby Union Club
Hills District Junior Rugby Union Club
Hornsby Junior Rugby Union Club
Hunters Hill Junior Rugby Union Football Club
Killara West Pymble Rugby Union Football Club
Lane Cove Junior Rugby Union Club
Lindfield Junior Rugby Club
Liverpool City Cougars JRUC
Luddenham Lions Junior Rugby Union Club

Manly Roos Junior Rugby Union Club
Manly Savers Rugby Club
Maroubra Missiles Junior Rugby Union Club
Menai Junior Rugby Union Club
Mosman Junior Rugby Club
Narrabeen Junior Rugby Union Club
Newport Junior Rugby Club
North Rocks Junior Rugby Union
Norths Pirates Junior Rugby Union Club
Norwest Bulls Junior Rugby Union Club
Oatley Rugby & Sporting Club Inc
Penrith City Junior Rugby Union Club
Petersham Juniors Rugby Union Football Club
Pittwater Rugby Club
Randwick Magic Junior Rugby Union Football Club
Randwick Warriors Junior Rugby Union Football Club
Redfield Lions Rugby Club
Rockdale Rangers Rugby Union Club
Roseville Rugby Union Club
Ryde Rugby Club
Seaforth-Balgowlah Raiders JRUFC
South Coogee Junior Rugby Union Football Club
St Ives Rugby Club
St Patrick's Junior Rugby Club
Sylvania Junior Rugby Football Club
Terrey Hills Rugby Club
Wahroonga Rugby Club
Wakehurst Junior Rugby Union Football Club
Western Raptors Junior Rugby Union Club
Wests Junior Rugby Club

APPENDIX C: ZONES

Metropolitan Northern Zone (MNZ)

Metropolitan Southern Zone (MSZ)

Metropolitan Western Zone (MWZ)