



**Valentine Eleebana JRLFC Inc.**  
Since 1970



# **VALENTINE ELEEBANA JUNIOR RUGBY LEAGUE FOOTBALL CLUB**

## **CONSTITUTION (2022)**

# CONSTITUTION

1. The name shall be Valentine Eleebana Junior Rugby League Football Club (VEJRLFC).

## COMMENCEMENT AND DEFINITIONS

2. This Constitution shall be deemed to have been adopted by Valentine Eleebana Junior Rugby League Football Club. and shall take effect in accordance with Part 1.4 Constitutions of the League Policy and Procedures Manual.

3. Valentine Eleebana Junior Rugby League Football Club. is an Association and accordingly this Constitution shall be read and construed in every respect subject to the Constitution (By-Laws and Regulations thereunder) and shall be void and inoperative to the extent of any inconsistency with and/or repugnance to such Constitution and/or By- Law and Regulation made thereunder.

4. In this Constitution and the By-Laws made there under the following words and expressions shall (except where and to the extent that the contrary intention appears) have the several meanings hereby assigned to them that is to say: -

- (A) "Association" means the Hunter Junior Rugby League (HJRL) Incorporated, registered as a result of the amalgamation of the Maitland Association and the Newcastle Association.
- (B) "Association Member" means a Member of the Association being Hunter -Junior Rugby League (HJRL)
- (C) "Regional Member" shall mean the Hunter Junior Rugby League (HJRL), the Association, being a regional member or affiliate the New South Wales Rugby League (NSWRL).
- (D) "League" shall mean the New South Wales Rugby League (NSWRL).
- (E) "Club" shall mean Valentine Eleebana Junior Rugby League Football Club (hereinafter referred to as "the Club").
- (F) "General Committee" shall mean the General Committee of the Club.
- (G) "Management Committee" shall mean the Management Committee of the club, those members who have roles as voted on by the "General Committee" as constituted by this constitution.
- (H) "Executive" shall mean the Executive Committee of the Club as constituted by this Constitution.
- (I) "Secretary" shall mean the officer of the Club from time to time appointed by the General Committee as hereinafter provided to perform the duties of Secretary of the Club and shall include any Acting Club Secretary and any substitute for the time being of the Club Secretary.
- (J) "Treasurer" shall mean the officer of the Club from time to time appointed by the General Committee as hereinafter provided to perform the duties of Treasurer of the Club and shall include any Acting Club Treasurer and any substitute for the time being.

5. The objects of the Club shall be: -

(A) To encourage, foster, promote, extend, develop, govern and control rugby league football within the area under control of the Club as determined by and under the constitution of the Association.

(B) To hire and employ all classes of persons considered necessary for the purpose of the Club and to pay them and to other persons in return for such services rendered to the Club salaries, wages, gratuities and pensions.

(C) To promote, hold and control meetings, participate in competitions and matches for the playing of rugby league football or any other athletic sport or pastime and to offer, give or contribute towards prizes, cups, medals and awards therefor.

(D) To invest and deal with monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined by the general committee.

(E) To affiliate and co-operate with the Association and/or League and with any other organisation whose objects are altogether or in part similar to those of the Club.

(F) To undertake and implement in such a manner as it thinks fit such other matters related to any or all the foregoing objects as may from time to time be deemed expedient by the General Committee.

## **CLUB COLOURS AND EMBLEM**

6. The representative colours of the club shall be red and white. The General Committee shall determine from time to time the design of the player's uniform. The Red Devil inside the shield shall be the Club Emblem as displayed below. The jumper design will be noted at Annexure (6).



## **MEMBERSHIP**

7. Full membership shall be open to persons of not less than eighteen (18) years of age whose application for membership has been approved by the General Committee prior to acceptance at the AGM or Clause 13c.

8. Membership fees shall be that as decided by the General Committee and will be noted at Annexure (3), and payable at the Annual General Meeting (AGM)

9. All applications for membership shall be made to the Secretary *7 days prior to the Annual General Meeting each year using form at Annexure (1) or per Clause 13 (c).*

(A) Only Full financial members who are financial on or before the 30<sup>th</sup> June of the year of the Annual General Meeting and have attended 6 meetings as a minimum and not missed 3 consecutive meetings during the year are eligible to vote for positions on the Club's committee at an Annual General Meeting or per Clause 13 (c).

10. Life membership of the Club shall be granted to any Club member who has been a member of the club for a period no less than 10 years and in the opinion of the General committee has given the Club outstanding and meritorious service.

(A) All nominations must be in writing, giving the full name and credentials of the nominee along with the category applicable

(B) The Executive Committee must furnish a report on the correctness or otherwise of the credentials submitted.

(C) There must be at least sixty percent of all the voting strength of the Annual General Meeting in attendance before an election for Life Membership will be conducted.

(D) Life Members have the same voting rights as any financial member.

(E) A record of Life members will be noted at Annexure (7).

11. Membership shall cease upon resigning from the Club or by virtue of disciplinary matters as decided by the general committee.

## **MANAGEMENT COMMITTEE**

12. The Management Committee shall consist of the club:-

*President.*

*Vice President*

*Junior Vice President*

*Secretary.*

*Treasurer.*

Social Media Coordinator.

Registrar / Registrars.

Coaching Coordinator

Canteen Coordinator.

Sponsorship Coordinator

Events Co-ordinator

Assistant Secretary

Position description/Role Information will be noted within Annexure (3)

Any other Officer or Offices the General Committee deems necessary.

(A) Each of which shall be elected at the Annual General Meeting of the Club and will be noted at Annexure (3)

(B) The General Committee may from time to time determine such other representation on the Management Committee as it sees fit. Any approved changes will be approved at a committee meeting and noted at Annexure (3).

(C) The General Committee of the Club if it sees fit can elect a Returning Officer whose sole duty shall be the conducting of election of officers as set out in Clause 9a and 10c. The Returning Officer to be responsible for the conduct of all ballots for such positions. The Returning Officer shall not have the right to vote in any such elections.

13. (A) Any casual vacancy occurring in the position of President, Vice President, Secretary, Treasurer or Junior Vice President between Annual General Meetings of the Club shall be temporarily filled by another member of the Executive Committee. Permanent replacement will be via a financial member of the General Committee. The General committee member shall apply using p.m. a committee nomination at Annexure (1), with approval by vote of the Executive Committee, the person so appointed to the vacancy by such Executive committee shall hold office until the next Annual General Meeting of the Club, subject to Clause 34.

(B) Should a vacancy occur on any committee other than the Executive Committee or in case a member of any committee not being the Executive Committee is temporarily unable to carry out his/her duties, a member of the Executive may act in the vacancy or in the place of such member, but any such vacancy shall be filled by the General Committee at it's next meeting.

(C) Should a vacancy occur on the General Committee, and that vacancy be deemed detrimental to the running of the club, the Executive Committee may elect to appoint a new committee member. The appointment of a new committee member will be via application at Annexure (1) and voted upon by the Executive Committee at the next committee meeting.

14. The General Committee shall hold its first meeting immediately after the conclusion of the Annual General Meeting and shall hold other meetings at such other time as it may deem necessary. The committee meeting schedule will be document at Annexure (4)

15. Subject to direction by the General Committee, the Management Committee shall determine the time and place of meetings of the General Committee.

(A) The Executive Committee may call a meeting of the General Committee at any time.

(B) The Secretary shall within fourteen (14) days after receiving a requisition signed by four members of the General Committee indicating the nature of the matters intending to be discussed there, convene a special meeting of the General Committee

16. Nil

17. The presence of a minimum of six (6) members of the General Committee shall form a quorum at any meeting of the General Committee.

18. The General Committee may by resolution declare that any sub committee member who has failed to attend three (3) consecutive meetings of such committee of which he/she is a member shall be deemed to have vacated his/her office, except where a reason for absence is accepted by the General Committee.

19. Except where otherwise provided in this Constitution questions at any meeting of the General Committee and of any other committee or board established by this Constitution or by any By-Law there under shall be decided by a majority of votes, and in every case of equality of votes the President or Chairman as the case shall have the casting vote as well as a deliberative vote.

20. No resolutions passed at any meeting of the General Committee or deemed to have been passed in accordance with Clause 19 hereof, shall be rescinded at a subsequent meeting unless fourteen (14) day's notice of the intention to propose such rescission shall have been given and such rescission motion must be carried by two-thirds of those present and entitled to vote per Clause 9a.

21. The members of the General Committee and of every other committee or board established by or under this Constitution or under any By-Law made there under and all officers of the Club shall hold office until their successors are duly elected or appointed.

## **POWERS OF THE GENERAL COMMITTEE**

22. Subject to this Constitution and to the directions given by the resolution of the Annual General Meeting of the Club, the General Committee shall be the governing body of the Club and shall have the power to do all such acts and things as may be incidental or conducive to the attainment of any of the objects of the Club and shall supervise all rugby league football activities there in and without prejudice to the generality of the foregoing the General Committee may:-

- (A) Delegate to any sub committee or any other committee or board any matter for decision, action, control, negotiation, investigation and report.
- (B) Appoint, remove and prescribe the duties of such officers as it thinks fit.
- (C) Appoint and remove such delegate as it thinks fit to the Association.
- (D) Enter into and make agreements and employ persons on such terms as it deems proper.
- (E) Acquire, manage, deal with and dispose of any property.
- (F) Invest and deal with any monies of the Club and vary and realise any investment.
- (G) Borrow money and give security over any property.
- (H) Make, vary or repeal By-Laws not inconsistent with this Constitution prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution and/or any of its objects.
- (I) From time to time give such directions, as it deems expedient to prevent the occurrence of any anticipated violation of the rules of the rugby league football or of any particular match fixture or competition.

## **ANNUAL GENERAL MEETING**

23. The Annual General Meeting (AGM) of the Club shall be held at such a place and at such time as the General Committee deems suitable, with at least fourteen (14) days notice of the time and place appointed shall be notified to the community. The committee will aim to set a date for the AGM prior to that of the Association's AGM.

24. All members for the time being of the General Committee may attend general meetings of the Club and shall be entitled to vote except in circumstances identified in Clause 9a regarding AGM's.

25. Each member shall be entitled to one vote, any member may vote as a proxy for one only one other member. Proxy is via form at Annexure (8) and is to completed and tabled at the meeting.

26. The President or in his/her absence the Vice President or Junior Vice President in that order shall act as chairman at general meetings of the Club and should the President and Vice Presidents be absent or unwilling to act, those present that are entitled to vote shall elect a chairman.

27. The business of the Annual General Meeting shall be:-

- (A) Renewal of membership fees.
- (B) Check credentials financial before June 30<sup>th</sup>
- (C) Minutes.
- (D) Chairman's opening address.
- (E) Receive annual report and audit financial statement
- (F) Election of General Committee and Management Committee as listed at Clause 12
- (G) Correspondence relating to the Annual General Meeting.
- (H) General business.

28. Notice of motion involving or affecting any matter or principle or policy of the Club shall be given to the Secretary of the Club not later than fourteen (14) days prior to the Annual General meeting of the Club.

29. Voting at all general meetings except upon the election of the officers or committees shall be by a show of hands, which shall be conclusive in the declaration of the result by the chairman unless one person entitled to vote immediately demands a vote by ballot or division.

## **EXECUTIVE**

30. The President, Vice President, Secretary, Treasurer & Junior Vice President shall constitute and act as the Executive and may subject to the directions of the General Committee, but otherwise without any exception or qualification whatsoever exercise all or any of the powers by the Constitution and/or any By-Law made thereunder conferred upon the General Committee. Position descriptions/Role Information are noted at Annexure (3).

31. The Executive shall present a full report of its activities and decisions to each meeting of the General Committee.

## **SECRETARY**

32. (A) The Secretary may be an honorary or a salaried official and when honorary may be paid an annual honorarium.  
(B) The Secretary shall be the administrative officer and in addition to any special duties imposed upon him/her by the General Committee and/or the Executive he/she shall keep proper books of the Club and shall be responsible for the official correspondence of the Club.  
(C) The Secretary shall be allowed a petty cash advance of such amount as may be determined from time to time by the executive but shall not make any payment in excess of Fifty Dollars (\$50.00) without the authority of the executive.

## **TREASURER**

33. (A) The Treasurer shall be an honorary official but he/she may be paid an annual honorarium.  
(B) The Treasurer shall keep proper books of account including a cash book and ledger of the Club and shall produce the same together with the bank statements of the Club at all meetings of the executive and of the General Committee.  
(C) The Treasurer shall make the books of the Club available to the auditor appointed by the Club not later than one month before the Annual General Meeting and upon other occasions whenever required to do so by the General Committee, Executive or auditors.  
(D) The Treasurer shall issue receipts for all monies received by him/her and shall keep a duplicate of every such receipt.  
(E) The Treasurer shall bank all monies received by him/her to the credit of the Club at its bank and all monies received upon trust shall be banked into a separate trust account within three (3) working days of receipt of such monies.

## **DISCIPLINE**

34. (A) Any person being a member, player or player parent/guardian, coach, employee, official or other like person of the Club who has; or against whom a complaint has been made, that such person:-  
(i) has been involved in misconduct  
(ii) has been involved in conduct which is detrimental or prejudicial to the welfare and good image of rugby league of the aforementioned  
(iii) has breached the Constitution or any By-Law  
(iv) has failed to comply with any directions or decisions of the General Committee to whose control he/her is subject, may be cited or caused to appear before the Executive Committee to answer such complaint.



(B) A complaint against any such person pursuant to clauses 34. (A) (i) and (ii) hereof shall be lodged with the Club Secretary within seventy two (72) hours of the occurrence of the incident giving rise to the complaint.

(C) Any such complaint shall be in writing Via Annexure (9) and shall be lodged with any supporting evidence.

(D) The Executive Committee of the Club shall inquire into any such complaint and examine all available evidence to decide if there is sufficient substance for charges to be laid. Should it be the opinion of the Executive Committee that insufficient evidence to support such complaint the charges will lapse. However should the Executive Committee agree that there is a charge to answer it shall cause such person to appear before the Executive Committee for the matter to be heard and dealt with except in the case of a player who has been charged with misconduct on the field of play, whether with video evidence or otherwise, who would be cited to answer such charges before the Association judiciary.

(E) Subject to the preceding clause on the receiving of such complaint the Executive Committee

a. must cause notice of the complaint to be served on the nominated person concerned.

b. once the notice has been given that person is suspended from any duties related to the club until the matter is resolved.

c. Must give the person at least 14 days from the time of service within which to make submissions to the Executive Committee in connection with the complaint

d. Must take into consideration any submissions made by the person in connection with the complaint.

(F) The Executive Committee may, by resolution, expel the person from the Club or suspend the person from the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the allegation in the complaint have been proven.

(G) If the Executive Committee expels or suspends a person, the Secretary must within 7 days after the action taken, cause written notice to be given to the person, of the reasons for having the action taken and of the members right of appeal

35. A person may appeal to the General Committee against a resolution of the Executive Committee within 7 days of notice of the resolution being served on the person, by lodging with the Secretary a notice at Annexure (10) to that effect;

A) The notice must be accompanied by a statement of the grounds on which the person intends to reply for the purpose of the appeal which contains new evidence.

B) On receipt of the notice from the person under clause (A), the Secretary must notify the Executive Committee and a General Meeting must be held within 28 days after the date on which the Secretary receives the notice.

C) At General Meeting under clause (B) no other business must be dealt with and the person must be given every opportunity to state their case.

D) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

## **REGISTRATIONS, PLAYERS AND EQUIPMENT**

36. All persons wishing to play with the Club must be registered in accordance with the rules as stated by the Association or League.

37. The Club may charge whatever registration fee as it sees fit to cover all expenses and charges as is necessary to financially administer the Club. The amount charged with budget details will be recorded at Annexure (5)

38. Each player of the Club will be supplied with a jersey free of cost but each jersey remains the property of the Club. Any person taking a jersey for their own use shall leave themselves open to any action the Club sees fit. If the jersey is not returned then the club may take whatever action it deems fit to recover the jersey or its replacement value.

39. The club will field teams in each age group competition as required under the rules of Association or League.

40. Any player suspended by the Judiciary of the Association or League shall not appeal against any such suspension unless the same shall be approved by the Management Committee of the Club.

41. Any player breaching the code of conduct issued by The Club. or that as issued by the Association or League shall be dealt with by the General Committee in whatever way it deems necessary.

42. No player registered by the Club shall play in any match other than any match authorised by the Club.

43. The Club will supply all training equipment and from time to time may inspect that equipment to ensure that it is in good order and condition. Any loss or mistreated equipment is to be replaced by the person issued the said equipment.

44. Coaches are not to allow players to take Club equipment home during the week for any reason. Coaches are to sign for all issued equipment and may be held responsible for the maintenance and return of same.

## **MISCELLANEOUS**

45. Use of technology at committee meetings

(A) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.

(B) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

46. Funds Management. Subject to any resolution passed by the committee in a general meeting, the funds of the association are to be used solely in pursuance of the objects of the club in the manner that the committee determines. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

47. They shall have at least one qualified First Aid Officer at every home game and this person shall be responsible for the health and welfare of the players of the Club. The decision of the First Aid Officer in relation to a player returning to the field of play is final. Any person breaching this direction shall be subject to disciplinary action under this Constitution.

48. No person is to use and or copy the club logo without written authority from the Secretary of the Club. There shall be a record kept of this authorization.

49. This Constitution is to be read in conjunction with the Constitutions of the Association or League.

## **ALTERATION AND INTERPRETATION OF CONSTITUTION**

50. This constitution excluding Annexures shall not be altered unless the proposed alteration;

(A) Is approved by two-thirds majority at the AGM of the Club.

(B) Notice of any proposed alteration of this constitution shall be given to the Club Secretary at least fourteen (14) days before the date appointed for holding of the General Meeting at which it is intended to submit such proposed alteration.

51. The alteration of any Annexure can be carried out via submission and vote at a general committee meeting.

## **DISSOLUTION**

52. The Club may be dissolved in the event of membership being less than three (3) persons or upon the vote of a three-fourths majority of members present at a special general meeting convened to consider such question.

53. Upon resolution being passed all assets and funds of the Club on hand shall, after payment of expenses and liabilities, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

## **PUBLIC OFFICER**

54. (a) The General Committee shall ensure that a person is appointed as Public Officer.

(b) The first Public Officer shall be the person who completed the application for incorporation of the Association.

(c) The General Committee may at any time remove the Public Officer and appoint a new Public Officer, provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales. A record of Public Officer will be contained within Annexure (3)

(d) The Public Officer shall be deemed to have vacated their position in the following circumstances:-

- (i) Death
- (ii) Resignation
- (iii) Removal by the general committee
- (iv) Bankruptcy or financial insolvency
- (v) Mental illness
- (vi) Residency outside of New South Wales

(e) When a vacancy occurs in the position of Public Officer the General Committee shall within fourteen (14) days notify the Office of Fair Trading by the prescribed form at Annexure (11) and appoint a new Public Officer.

(f) The Public Officer is required to notify the Office of Fair Trading by the prescribed form at Annexure (11) in the following circumstances:-

- (i) Appointment (within fourteen (14) days).
- (ii) A change of residential address (within fourteen (14) days).
- (iii) A change in the Association's objects or rules (within one (1) month).
- (iv) Annual Statement of the Association's financial affairs (within one (1) month after the Annual General Meeting).
- (v) A change in the Association's name (within one (1) month).

## **ANNEXURE**

### **ANNEXURE INDEX**

- (1) Committee application. Form - 1001 Revision A 10th October 2021
- (2) Coaching application. Form - 2001
- (3) Committee Structure. Form – 1002
- (4) Committee Meeting schedule. Form – 1003
- (5) Registration Fees. Form – 1004
- (6) Playing Uniform. Form 3001
- (7) Life member record. Form 1005
- (8) Committee member proxy vote. Form 1006.
- (9) Club complaint details. Form 1007.
- (10) Club appeal, Form 1008
- (11) Public Officer notification. Form 1009.
- (12) Meeting Agenda. Form 1010
- (13) Meeting Minutes. Form 1011.
- (14) Canteen Cash Handling. Form 2001