

CONSTITUTION OF CANBERRA REGION JUNIOR RUGBY LEAGUE INC

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

PART I – PRELIMINARY

1. INTERPRETATION

1.1 In these rules, unless a contrary intention appears –

“Affiliated Body” means the Canberra District Rugby League Referees Association, ACT Schools Rugby League, Canberra Women’s Rugby League and any association granted affiliation by the Committee from time to time;

“Association” means Canberra Region Junior Rugby League Incorporated;

“CDRL” means the **Canberra District Rugby League (Limited)**

“Committee” means the Committee of the Association as specified in Part iii of these rules;

“Committee Member” means a member of the Committee as referred to in rule 14.1;

“Executive Officer” means the person appointed pursuant to rule 44.

“Financial Year” means the year ending on 31 October;

“Junior Club” means those clubs fielding teams in competitions conducted by the Association in age divisions under the age of 17;

“Member” means a Member, however described, of the Association;

“Secretary” means the person holding office under these rules as Secretary of the Association or, where no such person holds that office, the Public Officer of the Association;

“Senior Club” means those clubs fielding teams in competitions conducted by the Association in the under 18 age and all open age competitions as determined from time to time by the Committee.

“the Act” means the *Associations Incorporation Act 1991*;

1.2 In these rules –

a) a reference to a function includes a reference to a power, authority and duty; and

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.

1.3 The provision of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

2. NAME

2.1 The name of the incorporated Association shall be Canberra Region Junior Rugby League Incorporated.

3. OBJECTS

- 3.1 The objects for which the Association is established is for the promotion and development of the game of Rugby League in the ACT and surrounding regions.
- 3.2 The Association is a Constituent Body of the Country Rugby League of New South Wales Inc. and accordingly this Constitution shall be read and construed in every respect subject to the Constitution (and by-laws and regulations there under) of the Country Rugby League of New South Wales Inc.
- 3.3 The Association is a Constituent Body of the New South Wales Rugby League Limited and accordingly this Constitution shall be read and construed in every respect subject to the Constitution (and by-laws and regulations there under) of the New South Wales Rugby League Limited.

PART II - MEMBERSHIP

4. MEMBERSHIP

- 4.1 The Members of the Association shall be:
 - a) the Junior Clubs;
 - b) the Senior Clubs;
 - c) the Affiliated Bodies;
 - d) members of the Senior and Junior Clubs and Affiliated Bodies;
 - e) each other person (including corporations and associations) as the Committee may admit to membership in accordance with this Constitution; and
 - f) Life Members.
- 4.2 The following conditions of membership shall be enforced:
 - a) Junior Clubs must have a current formal affiliation agreement with a Senior Club, which is subject to approval by the Committee.
 - b) Senior Clubs competing in the Division 2 competition must have a current formal affiliation agreement with a Senior Club competing in the Division 1 competition, which is subject to approval by the Committee.
 - c) All member Clubs and Affiliated Bodies must be currently incorporated under the Associations Incorporation Act 1991 (ACT) or Associations Incorporation Act 2009 (NSW), *or be a legally formed corporation or company.*

5. NOMINATION FOR MEMBERSHIP

- 5.1 A nomination of a person as a Member of the Association –
- a) shall be made by a Member of the Association in writing in the form set out in Appendix 1 to these rules; and
 - b) shall be lodged with the Secretary of the Association
- 5.2 As soon as is practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- 5.3 Where the committee determines to approve a nomination for Membership, the Secretary shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a Member as the entrance fee and the first year's annual subscription.
- 5.4 The Secretary shall, on payment by the nominee of the amounts referred to in sub-rule 5.3 within the period referred to in that sub-rule, enter the nominee's name in the register of Members and, upon the name being so entered, the nominee shall become a Member of the Association.

6. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 6.1 A right, privilege or obligation which a person has by reason of being a Member of the Association –
- a) is not capable of being transferred or transmitted to another person; and
 - b) terminates upon cessation of the person's membership.

7. CESSATION OF MEMBERSHIP

- 7.1 A person ceases to be a Member of the Association if the person –
- a) dies or, in the case of a body corporate, is wound up;
 - b) resigns from membership of the Association;
 - c) is expelled from the Association; or
 - d) fails to renew membership of the Association.

8. RESIGNATION OF MEMBERSHIP

- 8.1 A Member is not entitled to resign from membership of the Association except in accordance within this rule.
- 8.2 A Member who has paid all amounts payable by the Member to the Association may resign from membership of the Association by first giving notice (being not less, than 1 month or, if the Committee has determined a shorter period, that shorter period) in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.
- 8.3 Where a person or corporate body ceases to be a Member, the Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

9. FEE, SUBSCRIPTIONS ETC.

- 9.1 The entrance fee to the Association and the time and method of payment shall be determined by resolution of the Committee.
- 9.2 The annual membership fee of the Association and the time and method of payment shall be determined by resolution of the Committee.

10. MEMBERS' LIABILITIES

- 10.1 The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses on the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of membership of the Association as required by rule 9.

11. DISCIPLINING OF MEMBERS

All members, players, coaches officials and spectators are subject to CRJRL Constitution and By laws. They are also subject to the NRL, NRL Code of Conduct, NSWRL or any other Governing Body that is applicable at that time, policies and procedures.

If any member, player, coach, official or spectators breaches any of the above they shall be liable to disciplinary action as per the CRRL Judiciary and Disciplinary Policies and Procedures.

This section also applies to Clubs and teams.

12. RIGHT OF APPEAL OF DISCIPLINED MEMBER

Where Disciplinary action is instigated and a determination has been made by either the Judiciary or Disciplinary committee, members shall have the right of appeal as set out in the CRRL Judiciary and Disciplinary Policies and Procedures.

PART III – THE COMMITTEE

13. POWERS OF THE COMMITTEE

13.1 The Committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Association in general meeting –

- a) shall control and manage the affairs of the Association;
- b) may exercise all such functions as may be exercised by the Association other than those function that are required by these rules to be exercised by the Association in general meeting; and
- c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

13.2 Notwithstanding anything else to the contrary in this Constitution any decision of the Association, the Committee, the Appeals Board or any sub-committee of the Association may be reviewed by the CDRL at its absolute discretion and any decision by CDRL shall be binding on the Association.

14. CONSTITUTION AND MEMBERSHIP

14.1 The Committee shall consist of –

- a) The Chair who shall be appointed by the CDRL;
- b) 3 representatives from the Senior Clubs competing in Division 1;
- c) 1 representative from the Senior Clubs competing in other than Division 1;
- d) 3 representatives from the Junior Clubs;
- e) 1 nominee from the ACT Schools Rugby League;
- f) 1 nominee from the Canberra Women's Rugby League; and
- g) 1 nominee from the Canberra District Rugby League Referee's Association;

14.2 Each Member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the Member's election, but is eligible for re-election.

14.3 In the event of a causal vacancy in the membership of the committee, the committee may appoint a Member of the Association to fill the vacancy and the Member so appointed shall hold office, subject to these rule, until the conclusion of the annual general meeting next following the date of the appointment.

14.4 For the avoidance of doubt only the representatives referred to in sub-rules 14.1(b) and (c) shall be subject to elections as set out in rule 15.

14.5 The Executive Officer of the Association shall be an ex-officio member of the Committee and shall be entitled to attend but not vote at the meetings of the Committee and the Association.

15. ELECTION OF COMMITTEE MEMBERS

- 15.1 Nominations of candidates for election as Committee members pursuant to 14.1(b) and 14.1(c) –
- (a) shall be made in writing, signed by 2 members of the Executive of the Club and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
 - (c) Each member club (Junior or Senior) shall be permitted to nominate only 1 candidate for election.
- 15.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 15.3 If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- 15.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- 15.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 15.6
- a) The ballot for the election of Committee members pursuant to rules 14.1(b) and 14.1(c) shall be conducted at the Annual General Meeting.
 - b) For the purposes of the conduct of any vote, poll, ballot or election provided for in this rule 15 the Annual General Meeting will appoint a person to act as the returning officer.
 - c) In respect of any election or ballot referred to in this rule 15 unless otherwise expressly provided, the method of voting shall be that the respective votes cast by and on behalf of the persons voting (to the number of positions to be filled at each election) shall be counted as primary votes and, after those primary votes have been counted, the number of nominees (corresponding to the number of vacancies to be filled) with the greatest number of primary votes shall be declared elected.
- 15.7 A person is not eligible to simultaneously hold more than 1 position on the Committee.
- 15.8 For the avoidance of doubt only Senior Clubs participating in the Division 1 competition may vote in relation to the election of the 3 Committee positions pursuant to 14.1(b), only Senior Clubs participating in other than the Division 1 competition may vote in relation to the election of the 1 Committee position pursuant to 14.1(c), while only Junior Clubs may vote in relation to the election of the 3 Committee positions pursuant to rule 14.1(d).

16. SECRETARY

- 16.1 The Secretary of the Association shall, as soon as practicable after being appointed as Secretary by the Committee, notify the Association of his or her address.
- 16.2 The Secretary shall keep minutes of –
- a) all elections and appointments of Committee Members;
 - b) the names of members of the Committee present at a committee meeting or a general meeting; and
 - c) all proceedings at committee meetings and general meetings.
- 16.3 Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person residing at the next succeeding meeting.
- 16.4 The Secretary may be either a Committee member as determined by the Committee or any person appointed by the Committee to act in this position.

17. TREASURER

- 17.1 The Treasurer of the Association shall –
- a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 17.2 The Treasurer may be either a Committee member as determined by the Committee or any person appointed by the Committee to act in this position.

18. VACANCIES

- 18.1 For the purposes of these rules, a vacancy in the office of a member of the Committee occurs if the Member –
- a) dies;
 - b) ceases to be a Member of the Association;
 - c) resigns the office;
 - d) is removed from office pursuant to rule 19;
 - e) becomes an insolvent under administration within the meaning of the Corporations Law;
 - f) suffers from mental or physical incapacity;
 - g) is disqualified from office under subsection 63(1) of the Act; or
 - h) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

19. REMOVAL OF COMMITTEE MEMBERS

- 19.1 The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Committee from the office of member of the Committee before the expiration of the Member's term of office.

20. COMMITTEE MEETINGS AND QUORUM

- 20.1 The Committee shall meet at least 3 times in each calendar year at such place and time as the Committee may determine.
- 20.2 Additional meetings of the Committee may be convened by any member of the Committee.
- 20.3 Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- 20.4 Notice of a meeting given under sub-rule 20.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee member present at the meeting unanimously agree to treat as urgent business.
- 20.5 Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 20.6 No business shall be transacted by the Committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and the same hour of the same day in the following week.
- 20.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- 20.8 At meetings of the Committee if the Chair is absent, 1 of the remaining member of the Committee may be chosen by the members present to preside.

21. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 21.1 The Committee may, by instrument in writing, delegate to 1 or more sub-committees (consisting of such Member or Members of the Association or any other person as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than –
 - a) this power of delegation; and
 - b) a function which is a function imposed on the Committee by the Act, by any other law of the Territory, or by resolution of the Association in general meeting.
- 21.2 A function, the exercise of which has been delegated to a sub-committee under this rule may, while delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

- 21.3 A delegation under this rule may be made subject to such condition or limitations as to the exercise of function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 21.4 Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- 21.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- 21.6 The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 21.7 A sub-committee may meet and adjourn as it thinks proper.
- 21.8 Nothing in the constitution should be read to prevent non-members of the Association being appointed to any sub-committee of the Association.

22. VOTING AND DECISIONS

- 22.1 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- 22.2 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 22.3 Subject to sub-rule 20.5, the Committee may act notwithstanding any vacancy on the Committee.
- 22.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

PART IV – GENERAL MEETINGS

23. ANNUAL GENERAL MEETINGS – HOLDING OF

- 23.1 With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within the period of 5 months after the expiration of each Financial Year of the Association, convene an Annual General meeting of its Members.
- 23.2 The Association shall hold its first Annual General Meeting –
- a) within the period of 18 months after its incorporation under the Act; and
 - b) within the period of 5 months after the expiration of the first Financial Year of the Association.
- 23.3 Sub-rules 23.1 and 23.2 have effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

24. ANNUAL GENERAL MEETINGS – CALL OF AND BUSINESS AT

- 24.1 The Annual General Meeting of the Association shall, subject to the Act, be convened on such date and at such place and time as the Committee thinks fit.
- 24.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be –
- a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - b) to receive from the Committee reports on the activities of the Association during the last preceding Financial Year;
 - c) to elect member of the Committee; and
 - d) to receive and consider the statement of accounts and the reports that are required to be submitted to Members pursuant to subsection 73(1) of the Act.
- 24.3 An Annual General Meeting shall be specified as such in the notice convening it in accordance with rule 26.
- 24.4 An Annual General Meeting shall be conducted in accordance with the provision of this part.

25. GENERAL MEETINGS – CALLING OF

- 25.1 The Committee may, whenever it thinks fit, convene a general meeting of the Association.
- 25.2 The Committee shall, on the requisition in writing of not less than 15 Members, convene a general meeting of the Association.
- 25.3 A requisition of Members for a general meeting –
- a) shall state the purpose or purposes of the meeting;
 - b) shall be signed by the Members making the requisition;
 - c) shall be lodged with the Secretary; and
 - d) may consist of several documents in a similar form, each signed by 1 or more of the Members making the requisition.
- 25.4 If the Committee fails to convene a general meeting within one month after the date on which a requisition of Members for the meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a general meeting to be held not later than three (3) months after that date.
- 25.5 A general meeting convened by a Member or Members referred to in sub-rule 25.4 shall be convened as nearly as is practicable in the same manner as general meeting are convened by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

26. NOTICE

- 26.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent to each Member eligible to vote at general meetings of the Association at the Member's address appearing in the register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 26.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Member in the manner provided in sub-rule 26.1 specifying, in addition to the matter required under that sub-rule, the intention to propose the resolution as a special resolution.
- 26.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to sub-rule 24.2.
- 26.4 A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the Member.

- 26.5 For the purpose of clarity notice to Members may be given by post, email, or any other electronic method available and approved by the Committee.

27. GENERAL MEETINGS – PROCEDURE AND QUORUM

- 27.1 No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 27.2 Fifteen (15) Members present in person (being Members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 27.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- 27.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 3) shall constitute a quorum.

28. PRESIDING MEMBER

- 28.1 The Chair shall preside at each general meeting of the Association.
- 28.2 If the Chair is absent from a general meeting, the Members present shall elect 1 of their number to preside at the meeting.

29. ADJOURNMENT

- 29.1 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 29.2 Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 29.3 Except as provided in sub-rules 29.1 and 29.2, notice of an adjournment of a general meeting or of the business to be transacted at any adjourned meeting is not required to be given.

30. MAKING OF DECISIONS

- 30.1 A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 30.2 At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than 3 Members present in person or by proxy at the meeting.
- 30.3 Where the poll is demanded at a general meeting, the poll shall be taken –
- a) immediately in the case of a poll which related to the election of the person to preside at the meeting or to the question of an adjournment; or
 - b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

31. VOTING

- 31.1 Subject to sub-rule 15.8 and 31.3, upon any question arising at a general meeting of the Association the following shall be entitled to attend and vote
- a) the Chair;
 - b) the Senior Clubs competing in Division 1 shall each have 4 votes;
 - c) the Senior Clubs competing in other than Division 1 shall each have 1 vote;
 - d) Junior Clubs with 5 teams or more participating in competitions conducted by the Association shall each have 3 votes;
 - e) Junior Clubs with less than 5 teams participating in competitions conducted by the Association shall each have 1 vote; and
 - f) Affiliated Bodies shall each have 1 vote
- 31.2 All votes shall be given personally or by proxy.
- 31.3 In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- 31.4 A Member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the Member or proxy to the Association has been paid.
- 31.5 For the avoidance of doubt a Senior Club participating in Division 1 and other senior competitions conducted by the Association is entitled to a maximum of 5 votes on any matter requiring a vote at general meetings of the Association.

32. APPOINTMENT OF PROXIES

- 32.1 Each Member shall be entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 32.2 The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

PART V – MISCELLANEOUS

33. FUNDS – SOURCE

- 33.1 The funds of the Association shall be derived from annual subscriptions of Members, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, such other sources as the committee determines.
- 33.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 33.3 The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

34. FUNDS – MANAGEMENT

- 34.1 Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- 34.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Committee or employees of the Association, being members of the Committee or employees authorised to do so by the Committee.

35. ALTERATION OF OBJECTS AND RULES

Neither the objects of the Association referred to in Section 29 of the Act nor these rules shall be altered except in accordance with the Act.

36. COMMON SEAL

- 36.1 The common seal of the Association shall be kept in the custody of the Secretary.
- 36.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two members of the Committee or of one member of the committee and of the Secretary.

37. CUSTODY OF BOOKS

Subject to the Act, the Regulations and these rules, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

38. INSPECTION OF BOOKS

The records, books and other documents of the Association shall be open to inspection at a place in the Territory, free of charge, by a Member of the Association at any reasonable hour.

39. SERVICE OF NOTICE

39.1 For purpose of these rules, a notice may be served by or on behalf of the Association upon any Member either personally or by sending it by post or electronic means of communication to the Member at the Member's address shown in the register of Members.

39.2 Where a document is sent to a person by properly addressing, prepaying and posting or sending by electronic means to the person a letter containing a document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post or where in the case of electronic means of communication and a receipt has been received by the sender at the time shown on the receipt.

40. SURPLUS PROPERTY

40.1 At the first general meeting of the Association, the Association shall pass a special resolution nominating –

- a) another Association for the purpose of rule 92(1) (a) of the Act; or
- b) a fund, authority or institution for the purpose of rule 92(1) of the Act in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.

40.2 An Association nominated under rule 40.1(a) must fulfil the requirements specified in subsection 92(2) of the Act.

41. JUDICIAL COMMITTEE

41.1 The Judicial Committee shall be a sub-committee of the Association pursuant to rule 21 and shall have the power to hear those matters as determined by the Committee including but not limited to player disciplinary matters at first instance.

41.2 The Committee shall each year appoint a number of persons as it may in its absolute discretion decide to serve on the Judicial Committee. For the purpose of each hearing, the Judicial Committee shall consist of 3 of those persons, to be determined according to their availability and any pre-existing relationship with the parties appearing before such hearing.

42. APPEALS BOARD

- 42.1 The Committee shall each year appoint a number of persons as it may in its absolute discretion decide to serve on the Appeals Board to hear appeals from the Judiciary Committee and pursuant to rule 12. The Appeals Board for each hearing shall consist of 3 of those persons, to be determined according to their availability and any pre-existing relationship with the parties appearing before such hearing. Of the 3 persons selected for each hearing, 1 shall be either admitted to the ACT or NSW Bar or admitted as a Solicitor or Barrister of the Supreme of the Australian Capital Territory or as a Solicitor of the Supreme Court of NSW.
- 42.2 The appeals Board shall be a sub-committee of the Association pursuant to rule 21.

43. BY-LAWS

- 43.1 The Committee may make, repeal, amend or alter such rules and regulations and by-laws as considered necessary for the proper conduct of the Association's business and which are consistent with the objects and intent contained in this Constitution.

44. EXECUTIVE OFFICER

- 44.1 The Executive Officer shall be the person appointed by the Canberra District Rugby League Limited to administer competitions conducted by the Association.
- 44.2 For the avoidance of doubt but subject only to rule 13.2 the Executive Officer will implement the decisions of the Committee in relation to the administration of the competitions conducted by the Association.

45. LIFE MEMBERS

- 45.1 Any person who has rendered distinguished service to Rugby League Football may be elected in accordance with this rule at any Annual General Meeting as a Life Member of the Association.
- 45.2 The number of such Life Members shall not at any time exceed 20.
- 45.3 The persons who are honorary Life Members of the Canberra District Minor Rugby League Inc and the Canberra District Junior Rugby League Inc prior to the adoption of these rules shall be Life Members of the Association.
- 45.4 No more than two (2) new Life Members shall be elected in any one calendar year.
- 45.5 Life Members shall not be entitled to vote at general meetings of the Association. All Life Members shall be entitled to receive notices of general meetings and to attend and speak at such meetings.
- 45.6 Every such Life Member shall receive a life member's badge which, on presentation, shall admit the member to any game conducted under the control of the Association.

45.7 The following procedure shall be observed in the election of a Life Member:

- a) Notice of each nomination shall be signed by at least 2 Members of the Association and shall be given to the Executive Officer;
- b) The Executive Officer shall report the nomination to the Committee at the meeting of the Committee preceding the next Annual General Meeting of the Association at which time the nomination shall be considered and, if there are any vacant life membership places, the directors, may in their discretion, select no more than two (2) nominees and, if the nominee agrees in writing to become a Life Member, that person's name shall be submitted to the next Annual General Meeting;
- c) A resolution for Life Membership as required by rule 45.7(b) shall be put at such Annual General Meeting. The candidate shall not be declared elected by the Annual General Meeting unless the election is made with the consent of three-fourths of the total of the Members present and eligible to vote at that Annual General Meeting pursuant to rule 31;
- d) Upon election the name of the person elected shall be entered upon a register of Life Members.

APPENDIX 1

Subrule 3(1)

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

CANBERRA REGION JUNIOR RUGBY LEAGUE INC
(incorporated under the *Associations Incorporation Act 1991*)

.....

ofhereby apply to become

a Member of the above named incorporated Association. I agree to be bound by the rules of the
Association for the time being in force.

.....
(Signature of Applicant)

Date.....

I,
(full name)

a Member of the Association, nominate the applicant known to me for membership of the
Association.

.....
(Signature of Proposer)

Date

I,
(full name)

a Member of the Association, second the nomination of the applicant for membership of the
Association.

.....
(Signature of Proposer)

Date

APPENDIX 2

Sub-rule 30(2)

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a Member of CANBERRA REGION JUNIOR RUGBY LEAGUE INC

hereby appoint
(full name of proxy)

of
(address)

being a Member of that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or other general meeting, as the case may be) to be held on theday of200....
and at any adjournment of that meeting.

- *My proxy is authorised to vote in favour of/against (*delete as appropriate*) the resolution (*insert details*).

.....
(signature of Member appointing proxy)

.....
(date)

- (*To be inserted if desired)

Note: A proxy vote may not be given to a person who is not a Member of the Association.