



# **Objects and Rules**

*for the*

## **Canberra District Rugby League Referees Association**

**Version 11.0**

**January 2015**

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**Name**

The Association shall be called the CANBERRA DISTRICT RUGBY LEAGUE REFEREES ASSOCIATION INCORPORATED (herein called "the Association").

**Mission Statement**

To provide the highest possible standard of Rugby League refereeing in the area administered by the Canberra District Rugby League.

**Headquarters**

The Headquarters of the Association shall be the address of its Executive Officer.

**PART 1 - PRELIMINARY**

**1. Definitions**

(1.) In this constitution, unless the contrary intention appears:

ARTICLES OF THE ASSOCIATION shall include, but not be limited to, the Code of Conduct, Roles and Responsibilities of Officers, Objects and Rules and Standing Orders.

CDRL means the Canberra District Rugby League.

CRRL means the Canberra Region Rugby League.

CRLRA means the Country Rugby League Referees Association of NSW.

FINANCIAL YEAR means the year ending on 31 December.

IN WRITING means by fax, e-mail, handwriting or typed in a form that is readable by the Executive Officer.



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MEMBER means a member of the Association, as referred to in Part 2.

MODEL RULES means the Model Rules for the Incorporation of Associations as set out in the Associations Incorporation Act 1991.

NRL means the National Rugby League.

NSWRLRA means the NSW Rugby League Referees Association.

EXECUTIVE OFFICER as defined in the Act means the Public Officer of the Association.

THE ACT means the Associations Incorporation Act 1991.

THE BOARD means those officers elected or appointed pursuant to clause 19.

THE REGULATIONS means the Associations Incorporation Regulations 1991.

- (2) In this Constitution:
- (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, if the function is a duty, a reference to the performance of the duty.

**2. *Application of Legislation Act 2001***

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

**3. *Objects***

The objects of the Association shall be to:

- (a) To administer the Laws of the Game and facilitate uniformity in interpretation of such Laws.
- (b) To promote the Association and the achievement of it's Objects.



- (c) To maintain affiliation with the CDRL, CRRL, NSWRLRA, ARLRA, and other organisations that provide benefit to the Association;
- (d) To develop and maintain professional conduct and a professional image for referees.
- (e) To act in the interests of the members of the Association, as determined by a majority of members.
- (f) To promote and enhance refereeing career paths in the Game and the welfare of referees. To encourage goodwill, social fellowship and co-operation amongst members.
- (g) To facilitate recruitment, coaching and development of the standard of refereeing amongst Members.

## ***PART 2 - MEMBERSHIP***

### ***4. Membership qualifications and categories***

- (1) A person is qualified to be a member if -
  - (a) the person is a person referred to in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
  - (b) the person :-
    - i) has been nominated for membership in accordance with rule 6; and
    - ii) has been approved for membership of the Association by the Board of the Association.

### ***5. Categories of membership***

The membership shall consist of:

#### **(a) Member (active)**

Any person who is over the age of 18 years and appears on the CDRLRA register as an Active member, and is currently financial.



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**(b) Member (non active)**

Any person who is over the age of 18 years and appears on the CDRLRA register as a Non-Active member, and is currently financial.

**(c) Junior members**

Any person who is at least 13 years of age and is under the age of 18 years, and is currently financial. A junior member shall be ineligible to vote at Association meetings and be ineligible for election or appointment to any office in the Association. An exception for voting will apply when voting for any awards or trophies.

**(d) Honorary members**

A person voted as an Honorary Member by the Members at an Annual General Meeting and whose nomination appeared on the Notice Paper for that meeting. This category of Membership applies only until the following Annual General Meeting, does not have voting rights, and cannot stand for any position, but is otherwise bound by the Objects and Rules, and the Code of Conduct.

**(e) Life Member**

A person voted as a Life Member by the Members in accordance with rule 8.

**(f) Associate Member**

A person who has cause to join the Association by undertaking any component of the Level One Referees Accreditation course. Such member shall be a non-active member and will be ineligible to vote at Association meetings or to occupy official positions.

Any member may not be a member of a District Rugby League Football Club without the approval of the Board.

All members are bound by the Articles of the Association, including but not limited to Objects and Rules, Code of Conduct, Roles and Responsibilities of Officers and Standing Orders.

**6. *Nomination for membership***

- (a) All persons applying for membership of the Canberra District Rugby League Referees Association shall do so on a form approved by the Board.



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- (b) A nomination of a person for membership of the Association—
  - (i) shall be made by a member of the Association in writing in the form set out in the Articles of the Association; and
  - (i) shall be lodged with the Executive Officer of the Association.
- (c) As soon as is practicable after receiving a nomination for membership, the Executive Officer shall refer the nomination to the Board which shall determine whether to approve or to reject the nomination.
- (d) Where the Board determines to approve a nomination for membership, the Executive Officer shall as soon as practicable after that determination notify the nominee of that approval and have the nominee complete the required documentation..
- (e) The Board shall report to members all applications made and the results of each application at the next General Meeting.

**7. Clearance**

An eligible applicant for membership under Part 2, transferring from the last Association that he/she was a member of, or the current Association that he/she is a member of; shall be accepted upon presenting a satisfactory clearance with his Application for Membership form.

As soon as is practicable after receiving an Application for Membership and Clearance, the Executive Officer shall refer the nomination to the Board which shall determine whether to approve or to reject the nomination.





**8. Life Members**

Nominees for life Membership must have:

- (a) at least ten full years continuous membership of the Association;
- (b) been financial at the time of nomination;
- (c) performed outstanding service for the Association for most of that period.

The Life Membership Committee will consist of Life Members of the Association. A minimum of three (3) such members are required to form a quorum.

Each year, the Executive Officer shall supply the Life Membership Committee with the names of all members who have attained 10 full years continuous membership of the Association.

The Life Membership Committee shall recommend none or one of the nominees for Life Membership.

Nomination for election of a member to life membership shall be submitted to the Executive Officer in writing. Such nomination must be proposed and seconded by the Life Membership Committee and include an overview and brief resume of the contribution the nominee has made to the Association.

Nomination for life membership shall be dealt with as a special resolution at the last general meeting of the Association held each year.

A member may decline nomination for life membership.

Only one member may be elected as a life member during a financial year.

**9. Life Member Privileges**

Life members of the Association are entitled to all privileges of the Association as enjoyed by the members. They will be presented with a Life Member Blazer and will not be liable for annual affiliation fees, but may be liable for all other fees & subscriptions.



**10. Limited Membership**

Where pursuant to

- (1) Rule 21 an office holder is removed from office;
- (2) Rule 15 a member is expelled or suspended from the Association for misconduct;

that office holder or member, as the case may be, shall continue to have such rights of membership of the Association as are necessary for him to exercise his rights of appeal provided by the Objects and Rules.

- (3) A member or office holder who is expelled, suspended or removed from office, in accordance with rule 15 or 21, shall be given limited membership to exercise his right of appeal. This limited membership does not entitle the member or office holder to participate in, or contribute to other association activities or to continue active Board duties, active refereeing, attend any official functions, training or meetings unless requested by the Board.

**11. Membership entitlements not transferable**

- (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 on cessation of the person's membership.

**12. Cessation of membership**

- (1) A person ceases to be a member of the Association if the person:
  - (a) dies, or
  - (b) resigns membership, or
  - (c) is expelled from the Association or



- (d) does not pay their annual membership subscription (if required by their membership status) by the end of the Association's financial year.
- (2) Where a person ceases to be a Member under clause 12(1)(d) above, the person may apply in writing to the Board for re-admission as a non-active member. The Board may re-admit the person as a member, and may determine what fees, if any, are payable for re-admission.
- (3) In considering re-admission, the Board may determine that the membership of the person will be classified as continuous.

**13. Resignation of membership**

- (1) A member of the Association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by giving to the Executive Officer written notice of the member's intention to resign. The member ceases to be a member upon confirmation by the Executive Officer in writing to the member.
- (3) If a member of the Association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the Executive Officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (4) Where an oral resignation is tendered to the Association, the Executive Officer will confirm the resignation in writing to the member within 48 hours. The member has seven (7) days from the date of confirmation of the resignation to rescind or confirm, in writing, the resignation. If no response is received from the member by the end of the seventh (7th) day from the issuing of the Executive Officer's confirmation letter, the resignation shall be deemed to have been accepted. If the member rescinds the purported resignation he/she must provide an explanation for the original oral purported resignation and its subsequent rescission that is acceptable to the Board.



**14. Register of members**

- (1) The Executive Officer of the Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (3) A member of the Association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the Board, that other amount. Any such disclosure of information is restricted by, and shall remain consistent with, prevailing privacy laws.

**15. Disciplining of Members**

- (1) A complaint may be made by any member to the Executive Officer in writing and personally signed by the complainant alleging that a member of the Association has failed to abide by the Association's Code of Conduct; or
- (2) A complaint may be made by any individual or legal entity (whether a member or not) to the Executive Officer in writing and personally signed by the complainant alleging that a member of the Association is guilty of misconduct; or
- (3) Where the Board is of the opinion that a member has failed to abide by the Association's Code of Conduct, the Board may raise a complaint.
- (4) A complaint must be received within 60 days of the alleged breach to be deemed valid.
- (5) The Board must act in accordance with the procedures specified in the Code of Conduct.
- (6) The Board may, by resolution, take such action as provided for in the Code of Conduct after properly considering the matter in accordance with the procedures specified in the Code of Conduct.



**16. *Right of Appeal of Disciplined Member***

A member may appeal against a resolution of the Board under rule 15, in accordance with the procedures in the Code of Conduct, and that appeal is heard in accordance with the procedures in the Code of Conduct.

**17. *Fees and Subscriptions***

A member of the Association shall pay to the Association an annual membership fee as determined by the Board and set out in the Schedule of Fees.

**17A. *Members' Liabilities***

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section 17.

***PART 3 - ELECTED OFFICERS***

**18. *Powers of the Board***

- (1) The Board, subject to the Act, the Regulations and these rules and to any resolution passed by the Association in General Meeting:
  - (a) is to control and manage the affairs of the Association, and
  - (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association, and
  - (c) has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.



**19. Constitution and membership**

- (1) The Executive of the Association shall be:
- (a) Chairman;
  - (b) Executive Officer; and
  - (c) Director, Finance.
- (2) The Board shall consist of - :
- (a) Chairman;
  - (b) Executive Officer;
  - (c) Director, Finance;
  - (d) Director, Marketing and Member Services;
  - (e) Director, Executive Support;
  - (f) Member, CRRL Committee;
  - (g) General Board Member;
  - (h) Director, Operations;
  - (i) Director of Referees;
  - (j) Deputy Director of Referees; and
  - (k) Director, Recruitment and Retention.
- (3) The elected positions of the Board shall be –
- (a) Chairman;
  - (b) Executive Officer;
  - (c) Director, Finance;
  - (d) Director, Marketing and Member Services;
  - (e) Director, Executive Support;



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- (f) Member CRRL Committee; and
- (g) General Board Member.

These positions shall be elected at the Annual General Meeting.

- (4) The appointed positions of the Board shall be –
  - (h) Director, Operations;
  - (i) Director of Referees;
  - (j) Deputy Director of Referees; and
  - (k) Director, Recruitment and Retention.

These positions shall be appointed at the Annual General Meeting.

- (5) Each elected or appointed member shall be a financial member.
- (6) All elected positions are to be individually elected at the Annual General Meeting of the Association under rule 22.
- (7) Expressions of Interest for the appointed positions of Director of Referees, Deputy Director of Referees, Director Operations and Director Recruitment and Retention will be called for at least 14 days prior to the date of the Annual General Meeting. Expressions of Interest including Business Plan setting out Goals and Objectives must be made in writing by the Director of Referees and Deputy Director of Referees to the Executive Officer prior to the commencement of the Annual General Meeting.
- (8) The elected members of the Board will meet immediately after the Annual General Meeting to appoint a member to each of the positions of Director of Referees, Deputy Director of Referees, Director, Operations and Director, Recruitment and Retention.
- (9) Each member of the Board shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but are eligible for re election.
- (10) A recommendation by the Board to remove a person from an elected or appointed position must be ratified by way of a special resolution at the next General Meeting.



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- (11) In the event of a vacancy occurring in the membership of the Board, the Board may appoint a member of the Association to fill the vacancy until the current term of that position expires.
- (12) Delegate Positions. At the Annual General Meeting, the Association shall also elect a member to the following position.
- (a) Delegate NSWRLRA
- Nominations for these position/s will be called for at the Annual General Meeting. A nomination in writing is not required. These position/s will not be part of the Board, but may be invited to attend Board Meetings.
- (13) If a Delegate is not available to attend a scheduled meeting, the Executive may appoint any member to attend in his absence.
- (14) A member may not hold more than one position on the Executive.
- (15) Providing no conflict of interest exists, a member may hold more than one position on the Board.

**20. Vacancies**

- (1) For the purposes of these rules, a vacancy in the office of a member of the Board occurs if:
- (a) dies, or
- (b) ceases to be a member of the Association, or
- (c) becomes an insolvent under administration within the meaning of the Corporations Act, or
- (d) resigns the office; or
- (e) suffers from mental or physical incapacity; or
- (f) is absent without the consent of the Board from all meetings of the Board held during a period of 3 months, or from 3 consecutive Board meetings, whichever period is longer.
- (g) Is removed from the office under rule 21; or
- (h) Is disqualified from office under the Act, section 63(1).





**21. Removal Of Board Members**

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

**22. Election of Board members**

- (1) Nominations of candidates for election as elected officers of the Association:
  - (a) shall be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) shall be delivered to the Executive Officer 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.
- (2) If insufficient nominations are received to fill an elected vacancy on the Board, further nominations are to be received at the Annual General Meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Board are deemed to be vacancies.
- (4) If only one nomination is received for an elected position, the person nominated is taken to be elected.
- (5) If more than one nomination is received for an elected position, a ballot is to be held.
- (6) The ballot for the election of office-bearers and other Board members shall be conducted at the Annual General Meeting by secret ballot for each position. Where there are more than 2 candidates for a position, the preferential voting method will be applied.



**23. Role and Responsibilities of Board Members**

The Roles and Responsibilities of Board Members shall be as outlined in the Roles and Responsibilities document incorporated into the Articles of the Association.

**PART 4 - MEETINGS**

**24. Board Meetings and quorum**

- (1) The Board shall meet at least 6 times in each calendar year at such place and time as the Board may determine.
- (2) Additional meetings of the Board may be convened by any member of the Board.
- (3) Oral or written notice of a meeting of the Board shall be given by the Executive Officer to each member of the Board at least 48 hours (or such other period as may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under sub-rule (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 members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 4 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.
- (6) No business shall be transacted by the Board 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 a time, date and place as agreed by the members of the Board.
- (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.



- (8) At meetings of the Board:
- (a) the Chairman or, in the absence of the Chairman, the Director, Marketing and Member Services shall preside; or
  - (b) if the Chairman and the Director, Marketing and Member Services are absent or unwilling to act, one of the remaining members of the Board may be chosen by the members present to preside.

**25. Delegation by Board to Sub-Committee**

- (1) The Board may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Board deems appropriate) the exercise of such of the functions of the Board as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the Board by the Act, by any other law.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the Board may continue to exercise any function delegated.
- (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 Board.
- (6) The Board may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as required.



**26. *Voting and decisions***

- (1) Questions arising at a meeting of the Board or of any sub-committee appointed by the Board shall be determined by a majority of the votes of members of the Board or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Board or of any sub-committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 24(5), the Board may act notwithstanding any vacancy on the Board.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a sub-committee appointed by the Board, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or sub-committee.
- (5) Voting and decision at all Meetings, and the conduct of debate at Meetings, shall be as specified in the Standing Orders.

***PART 5 - GENERAL MEETING***

**27. *Annual general meetings—holding of***

- (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 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.
- (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 6 months after the expiration of the first financial year of the Association.



- (c) Sub-rules (1) and (2) have effect subject to the powers of the Registrar-General under the Act, section 120 in relation to extensions of time.

**28. Annual General Meetings—calling of and business at**

- (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 Board thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the items listed in the Standing Orders.
- (3) An Annual General Meeting must be specified as such in the notice convening it in accordance with rule 32.

**29. General meetings—calling of and business at**

- (1) As soon as practicable after the Annual General Meeting the Board shall specify a schedule of General Meetings for the ensuing year. Additional General Meetings may be convened by the Board if necessary. In addition to any other business which may be transacted at a General Meeting, the business of a General Meeting is to include the items listed in the Standing Orders.
- (2) The Board shall, on the requisition in writing of at least five (5) members, convene a General Meeting of the Association.
- (3) A requisition of members for a general meeting:
  - (a) shall state the purpose or purposes of the meeting; and
  - (b) shall be signed by the members making the requisition; and
  - (c) shall be lodged with the Executive Officer; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.



- (4) If the Board 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 Executive Officer, any one or more of the members who made the requisition may convene a General Meeting to be held not later than 3 months after that date.
- (5) A General Meeting convened by a member or members referred to in sub-rule (4) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Board.

### **30. Visitors**

The Association may admit visitors or exclude them from meetings. Any visitor may address the meeting upon the invitation of the Chair, with consent of the majority of members present, but no visitor shall have the right to vote.

### **31. Notice of General Meeting**

- (1) Except if the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Executive Officer must, at least 14 days before the date fixed for the holding of the General Meeting, give a notice to each member specifying the place, date and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.
- (2) If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Executive Officer must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Executive Officer who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.



**32. Notice of Annual General Meeting**

- (1) For an Annual General Meeting, the date of the Meeting must be advised at least 45 days in advance.
- (2) The Executive Officer must, at least 14 days before the advised date, give a notice to each member specifying the place, date and time of the Annual General Meeting.
- (3) The Executive Officer shall also advise members of the requirements of rule 22, in relation to the election of Board members.

**33. Meetings—procedure and quorum**

Procedure and Quorum for Annual General Meetings and General Meetings shall be as specified in the Standing Orders.

**34. Presiding member**

The Presiding Member at all Meetings shall be as specified in the Standing Orders.

**35. Making of decisions**

The making of decisions at Meetings, and the conduct of debate at Meetings, shall be as specified in the Standing Orders.

**36. Special resolution**

A resolution of the Association is a special resolution if it is passed as specified in the Standing Orders.



**37. Voting**

Voting at Meetings, and the conduct of ballots at Meetings, shall be as specified in the Standing Orders.

***PART 6 - MISCELLANEOUS***

**38. Insurance**

The Board may effect and maintain insurance as appropriate.

**39. Funds – source**

- (1) The Financial Year of the Association shall commence on the first day of January each year and end on the thirty first day of December in the same year.
- (2) The funds of the Association are to be derived from entrance fees and annual subscriptions of members, donations, sponsorship, fundraising, grants from the controlling Rugby League bodies and, subject to any resolution passed by the Association in General Meeting, such other sources as the Board determines.
- (3) All money received by the Association must be deposited as soon as practicable and without deduction, to the credit of the Association's bank account.
- (4) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

**40. Funds – management**

- (1) Subject to any resolution passed by the Association in General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Board determines.





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- (3) In addition to the auditors elected in rule 41, the Association may employ external auditors.
- (4) All cheques, drafts, bills of exchange, promissory notes, Electronic Funds Transfer and other negotiable instruments must be approved in accordance with contemporary audit guidelines by a member or members of the Board or employees of the Association, being authorised to do so by the Board.

**41. *Audit of Accounts***

- (1) The audit of the Association books will be conducted in accordance with Part 5 of the Act, sections 73, 74, 75 and 77.
- (2) At a Board Meeting within the financial year, the Board shall either appoint:-
  - (a) two members who are not members of the Board, and have not prepared or assisted with the preparation of those accounts: or
  - (b) an external auditor with accountancy qualifications;
- (3) The appointment shall be advised to all members at the next available annual general or general meeting and be further advised to members via the Association's newsletter which is distributed electronically.

**42. *Alteration of objects and rules***

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.



**43. Common seal**

- (1) The common seal of the Association must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attested by the signatures either of 2 members of the Board or of 1 member of the Board and of the public officer or Executive Officer.

**44. Custody of books**

The Executive Officer must keep custody of, or control of, all records, books and other documents relating to the Association.

**45. Inspection of books**

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

**46. Service of notices**

- (1) For the purpose of these rules, a notice may be served on or given to a person:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission such as e-mail to an address specified by the person for giving or serving the notice.
- (2) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

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- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the third (seventh, if posted to or from a place outside Australia) day after posting, and
- (c) in the case of a notice sent by electronic transmission (other than facsimile), on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date, and
- (d) In the case of a facsimile transmission, on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient.

**47. Public Officer**

- (1) The Board shall appoint and ensure that the Association has a public officer at all times. The Public Officer shall be the Executive Officer, unless the Board determines otherwise. To be eligible for an appointment as public officer a person must:
  - (a) Be at least eighteen (18) years of age; and
  - (b) Be a resident in the Australian Capital Territory or the State of New South Wales; and
  - (c) Be financially solvent; and
  - (d) Must not be a patient, protected or incapable person in terms of the mental health Act 1958, and
  - (e) Must not be excluded from being a Company Director under Corporations Law, and
  - (f) Must not be listed on the Register of Child Sex Offenders.

**48. Association Expenses**

Members incurring expenses in carrying out Association business may be reimbursed from time to time with the approval of the Board.



**49. *Honoraria***

Honoraria for members of the Association shall be determined by the members as set out in the Standing Orders.

**50. *Prohibition On Member Use Of Association Funds***

No member of the Association shall be paid any fee, salary or other emolument from the income, profits or reserves of the Association for any work undertaken on behalf of, or for representation of, the Association, or of the Board or any committee of the Association except with approval by the Board. This prohibition does not extend to refereeing fees paid to the Association for distribution to relevant members as payment for refereeing services by those members.

**51. *Prohibition Of Distribution Of Property To Members***

In the event of the cessation or operation of, and winding up of, the Association, all property and funds of the Association are to be used in the discharge of any trading debts and other liabilities. If there is a net surplus of funds and property remaining in the name of the Association that surplus is not to be distributed to any member or members of the Association but is to be transferred to another organisation having objects the same as, or similar to, the objects of the Association.

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**VERSION HISTORY**

<b>Version</b>	<b>Description of Change</b>	<b>Changed By</b>	<b>Date</b>
Version 1.0	Updates to current Constitution which was last revised in May 1998	Annual General Meeting	19/11/2003
Version 2.0	Amended Sections 1, 3, 5(d), 6(d), 8, 10(3), 13(2)(i), 13(2)(ii), 13(4), 19(2)(e), 19(3)(b), 19(3)(c), 19(6), 22(2), 22(4), 22(5), 50	Annual General Meeting	16/11/2004
Version 3.0	Amended Sections 1, 7, 39(1), 49	Annual General Meeting	15/11/2005
Version 4.0	Amended Sections 5, 13, 15, 19	Special Meeting	14/12/2006
Version 5.0	Amended Sections 8, 17A & 41	Annual General Meeting	08/05/2008
Version 6.0	Amended Sections 1, 3, 6,7, 8, 13, 14, 15, 19, 22, 24, 28, 31, 32,43,44,47	Annual General Meeting	05/02/2009
Version 7.0	Amended Sections 19(1), 19(3), 19(7) & 24(5)	Annual General Meeting	11/02/2010
Version 8.0	Amended Sections 1, 3 & 19	Annual General Meeting	07/02/1012
Version 9.0	Amended Sections 1 & 8	Annual General Meeting	12/02/2013
Version 10.0	Amended Sections 5(c) and 5(f)	Annual General Meeting	11/02/2014
Version 11.0	Amended Sections 1, 6 & 41, added new logo and minor formatting and grammatical changes across document	Annual General Meeting	10/02/2015

**REVIEW SCHEDULE**

<b>Review Date</b>	<b>Review Details</b>	<b>Responsibility</b>
October 2004	Full review of all Sections	Constitution Sub-Committee
August 2005	Full review of all Sections	Board
August 2006	Full review of all Sections	Board
August 2007	Full review of all Sections	Board
January 2010	Full review of all Sections	Board
January 2012	Full review of all Sections	Board
January 2013	Full review of all Sections	Board
January 2014	Full review of all Sections	Nightingale/Moore
January 2015	Full review of all Sections	Nightingale/Moore

