

TYPESETTING BY:

Tendall Pty Limited  
8th Floor 261 George Street Sydney NSW 2000  
GPO Box 2654 Sydney NSW 2001 Ph: (02) 21-4407

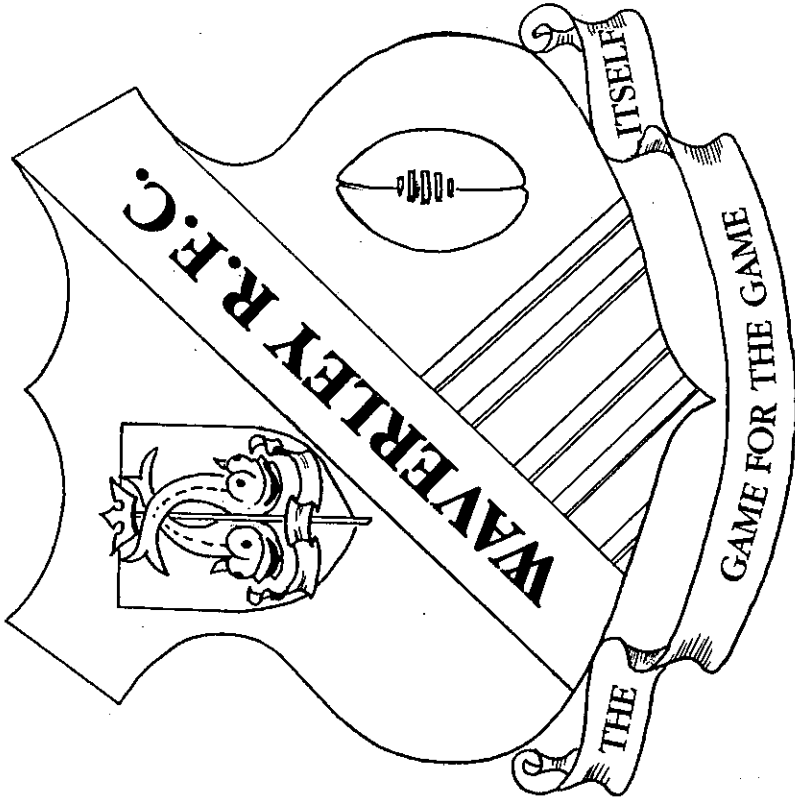
for office assistance & support

printed by;



TELEPHONE  
699 4477

PERCEON, N.S.W. 2016



# Constitution

WAVERLEY RUGBY CLUB

CONSTITUTION

INDEX

1. Introduction and Intent of the Club
2. Management of the Club
3. Duties and Authority of the Management Committee
4. Funds
5. Duties of the Social Committee
6. Selectors
7. Appointment of Patrons
8. Membership
9. Meetings
10. Election of Officers
11. Proceedings at Meetings
12. Voting
13. Fees
14. Minutes
15. Financial Year
16. Accounts and Audit
17. Rules

WAVERLEY RUGBY CLUB

CONSTITUTION

1. INTRODUCTION AND INTENT OF THE CLUB

- (i) The Club shall be known as "THE WAVERLEY RUGBY CLUB", incorporating "THE OLD WAVERLIANS RUGBY CLUB", and shall have for its objectives the promotion of Rugby Union and other sporting activities generally and more particularly the continuance of friendly relations both on the sporting field and by social activities between its members.
- (ii) In pursuance of its objectives the Club shall have the power to acquire or lease real estate and to invest funds in Trustee Securities as laid down by the Trustee Act of New South Wales.
- (iii) The Club colours shall be Blue and Gold.

2. MANAGEMENT OF THE CLUB

- (i) The management of the Club and the custody of its funds and property shall be vested in the Management Committee, which shall consist of:-
  - (a) President,
  - (b) Senior Vice-Presidents (2),
  - (c) Club Captain,
  - (d) Secretary,
  - (e) Treasurer,
  - (f) Social Secretary and
  - (g) Management Committee Members (3).
- (ii) The management of social activities of the Club shall be the responsibility of the Social Committee, which shall consist of:-
  - (a) The Social Secretary and
  - (b) Two or more appointed members of the Club, provided that the number of the Social Committee is not an even number.
- (iii) Committees shall consist of financial members of the Club.
  - (iv) The Management Committee shall appoint Sub-Committees as they deem fit to organise such aspects of the Club's management and to further such interests of the Club that are defined by the Committee from time to time.

WAVERLEY RUGBY CLUB

CONSTITUTION

3. DUTIES AND AUTHORITY OF THE MANAGEMENT COMMITTEE

- (i) The Management Committee shall have the power to:-
- (a) Expend the funds of the Club as it deems expedient in the interests of the Club.
  - (b) Make by-laws for the satisfactory working of the Club and maintenance of the Club and may, from time to time, amend or rescind such by-laws.
  - (c) Suspend any members on the grounds of misconduct or breach of the rules or by-laws of the Club, such members having the right to appeal to a Special General Meeting.
- (ii) The Management Committee shall meet on the last Friday of each month or at such other convenient time, provided that all Management Committee members are notified 5 days before.
- (iii) Five members shall form a quorum of the Management Committee.
- (iv) The President shall:-
- (a) Preside at all meetings except where otherwise provided.
  - (b) Uphold the Club Constitution.
  - (c) Be the chief representative of the Club at all times.
- (v) The Vice-Presidents shall deputise for the President in the latter's absence.
- (vi) It shall be the duty of the Club Captain to be:-
- (a) The liaison officer between the Management Committee and the players.
  - (b) Responsible for the safe custody of all gear belonging to the Club.
  - (c) Master of Ceremonies at all functions unless otherwise decided by the Management Committee.

WAVERLEY RUGBY CLUB

CONSTITUTION

(vii) It shall be the duty of the Secretary to:-

- (a) Summon meetings of the Club or the Management Committee in accordance with this Constitution.
- (b) Keep a register of the names and addresses of all members of the Club.
- (c) Keep necessary records of the Club's business.
- (d) Be responsible for the custody of all papers belonging to the Club except those relating to finance.
- (e) Conduct the correspondence of the Club.
- (f) Prepare the Annual Report of the Club.
- (g) Produce all records and papers held by him to the Management Committee as required by them.
- (h) Take all Minutes of the Management Committee and General Meetings and enter them in the Minute Book.
- (i) Receive monies and issue receipt for same.

(viii) It shall be the duty of the Treasurer to:-

- (a) Keep correct accounts books showing the financial affairs of the Club.
- (b) Present at each Management Meeting a short statement showing the financial position of the Club.
- (c) Pay to the credit of the Club's account within five days of receipt all monies he may receive.
- (d) Prepare the annual financial statement and balance sheet of the Club.
- (e) Produce all records and papers held by him to the Management Committee as required by them.
- (f) Receive monies and issue receipt for same.

WAVERLEY RUGBY CLUB

CONSTITUTION

6. SELECTORS

- (i) There shall be no restrictions as to the eligibility of nominees for the position of Selector/Coach.
- (ii) There shall be no restriction as to the number of Selectors/Coaches who are to be nominated by the members of the Club at the Annual General Meeting.
- (iii) The Selectors shall be responsible for:-
  - (a) The selection of teams to represent the Club.
  - (b) The announcement of teams.
  - (c) Explanations (where necessary) for variance in grading of players whether required by the Management Committee or any member or otherwise.
  - (d) The appointment of one of their members to be Chairman of Selectors who, in the case of deadlock, shall have the casting vote.
  - (iv) It shall be the duty of the Management Committee to appoint nominees, or other suitable candidates, to the position of Coach of each grade as they see fit.

7. APPOINTMENT OF PATRONS

- (i) The Management Committee shall be empowered to approach and appoint any person it may deem appropriate to be a Patron of the Club.
- (ii) The Management Committee shall be empowered to approach and appoint any person it may deem appropriate to be a Vice-President of the Club.

8. MEMBERSHIP

- (i) Membership of the Club shall be at the discretion of the Management Committee of the Club.
- (ii) Life Membership
  - (a) Awarding of Life Membership shall only be made at an Annual General Meeting.

WAVERLEY RUGBY CLUB

CONSTITUTION

(ix) It shall be the duty of the Social Secretary to:-

- (a) Be the liaison officer between the Management Committee and the Social Committee.
- (b) Submit proposals of all fund raising and social activities to the Management Committee for approval.
- (c) Organise all fund raising and social activities having been approved by the Management Committee.
- (d) Receive monies and issue receipt for same when in connection with fund raising and social activities.
- (e) Publicise all Club activities and report same to the fullest in accordance with the policy defined by the Management Committee from time to time.
- (f) Appoint such Club members as he chooses from time to time to be members of the Social Committee until the next Annual General Meeting.
- (x) It shall be the duty of the Management Committee Members to organise such aspects of the Club's management and further such interests of the Club that are defined by the Management Committee from time to time.

4. FUNDS

- (i) All payments are to be authorised by the Management Committee.
- (ii) All funds shall be banked in the name of the Club and the account operated by any two of the following:-
  - (a) President,
  - (b) Secretary,
  - (c) Treasurer and
  - (d) Social Secretary.

5. DUTIES OF THE SOCIAL COMMITTEE

- (i) It shall be the duty of the Social Committee to be responsible for the Club's fund raising and social activities under the direction of the Management Committee.

CONSTITUTION

- (b) To qualify for Life Membership, the nominee shall have had at least ten years membership of the Club or shall have given special service to the Club, and shall be Proposed and Seconded in writing by two financial members other than the nominee.
- (c) The Proposal for Life Membership shall be in the hands of the Secretary not less than twenty-one (21) days prior to the date of the Annual General Meeting and the Proposal shall be listed on the Agenda as an item of business.
- (d) The Motion for Life Membership shall require 75% of the total formal votes cast to be carried.

9. MEETINGS

(i) Annual General Meeting

The Annual Meeting of the Club shall be held at a date ruled by the Management Committee and all financial members are to be notified at least fourteen (14) days beforehand.

(ii) Management Committee

The Management Committee shall meet as convened by the Secretary.

(iii) Social Committee

The Social Committee shall meet as convened by the Social Secretary or by the Management Committee.

(iv) Special Meetings

- (a) A Special Meeting of the Club may be called by the Secretary on his own notice or on a written request signed by at least seven (7) members of the Club, who must be financial at the date of the requisition.
- (b) The Secretary shall require that no less than twenty-one (21) days notice of such a request be given and shall notify Club members no less than fourteen (14) days before such a meeting as to the time, place and agenda.

CONSTITUTION

- (c) Such a request shall state the business that it is desired to submit to the Special Meeting and only such business as stated shall be dealt with.

10. ELECTION OF OFFICERS

- (i) The election of the Management Committee and all other officials shall take place at the initial General Meeting and at the Annual General Meeting each year.
- (ii) Any vacancy occurring within the Committee and other officials shall be filled at a Special Meeting of the Club, convened for that purpose. All members of the Club shall be notified of the meeting, being given not less than one week's notice, and such meeting shall take place within four weeks of the vacancy occurring.
- (iii) Any officer shall vacate his position if he:-
  - (a) Shall have failed to pay all monies due by him to the Club for a space of one month after the date on which the same should have been paid.
  - (b) Shall have been called upon to resign by a notice signed by all members of the Committee other than himself.
  - (c) Shall have been absent from three consecutive meetings of the Committee without obtaining leave of absence.
- (iv) Delegates to the Council of the Sydney Suburban Rugby Union shall be appointed by the Management Committee after the initial General Meeting and thence at the first Management Committee meeting after each Annual General Meeting.

11. PROCEEDINGS AT MEETINGS

- (i) The business of the Annual General Meeting of the Club shall be to receive and consider the Treasurer's Report, the Reports of the members of the Management Committee and the Auditors, to elect the Club officials and to transact all business that should be transacted at an Annual General Meeting.
- (ii) One-third of the financial members shall constitute a quorum at the Annual General Meeting or at a Special Meeting.

WAVERLEY RUGBY CLUB

CONSTITUTION

(c) Each member shall have one vote, but voting by Proxy shall not be allowed.

(ii) Voting by President

(a) At all ballots held for the election of officers of the Club, the President shall have a primary vote only.

(b) On matters relating to Policy, Administration, Finance etc., the President shall have a casting vote.

(iii) Equality in Voting for Officials

In the event of there being a tie between two or more members for an official position, the President shall place in a hat or container the names of those who have tied with the greatest number of votes, and shall draw a name from the hat or container and that person whose name is drawn shall be declared elected.

(iv) The Chairman shall determine the method of casting votes, and his determination shall be final.

13. FEEES

For entrance fees, annual subscriptions and other fees or charges payable by the members, the time and manner of payment thereof shall be as laid down by the Management Committee.

14. MINUTES

The Committee shall cause Minutes to be kept, in books provided for that purpose:-

(a) Of all appointments of officers made by the Club General Meetings or by the Management Committee.

(b) Of the names of the members of the Management Committee present at each meeting of the Committee.

(c) Of the number of members present at General Meetings of the Club.

(d) Of all resolutions and proceedings at all meetings of the Club or of the Management Committee.

WAVERLEY RUGBY CLUB

CONSTITUTION

(iii) If less than one-third of the financial members of the Club are present at the Annual General Meeting or at a Special Meeting, a motion may be put that those members present shall form a quorum and shall deal with the business before the meeting.

(iv) The President of the Club, if present, shall preside at all meetings of the Club; should he be absent the Club Captain shall preside. In the event that both the President and the Captain are absent, the members in attendance may elect a Chairman from those present to preside at the meeting.

(v) The order of business at meetings, other than social meetings, shall be:-

(a) Reading and Confirmation of Minutes of previous meeting.

(b) Business arising out of Minutes of the previous meeting.

(c) Correspondence and action relevant thereto.

(d) Secretary's report.

(e) Club Captain's report.

(f) Social Secretary's report.

(g) Treasurer's report.

(h) General Business.

(vi) The above procedure may be varied at the Annual General Meeting where the election of Officers and Notices of Motion could conflict with the order laid down and in that case the order would be as provided for in the Agenda of the meeting.

12. VOTING

(i) Voting at all meetings of the Club shall be restricted to:-

(a) At Annual General Meeting to members who were financial during the preceding 12 months, excluding the 30 days prior to the Annual General Meeting.

(b) At all other meetings, to financial members at the date of the meeting.

WAVERLEY RUGBY CLUB

CONSTITUTION

15. FINANCIAL YEAR

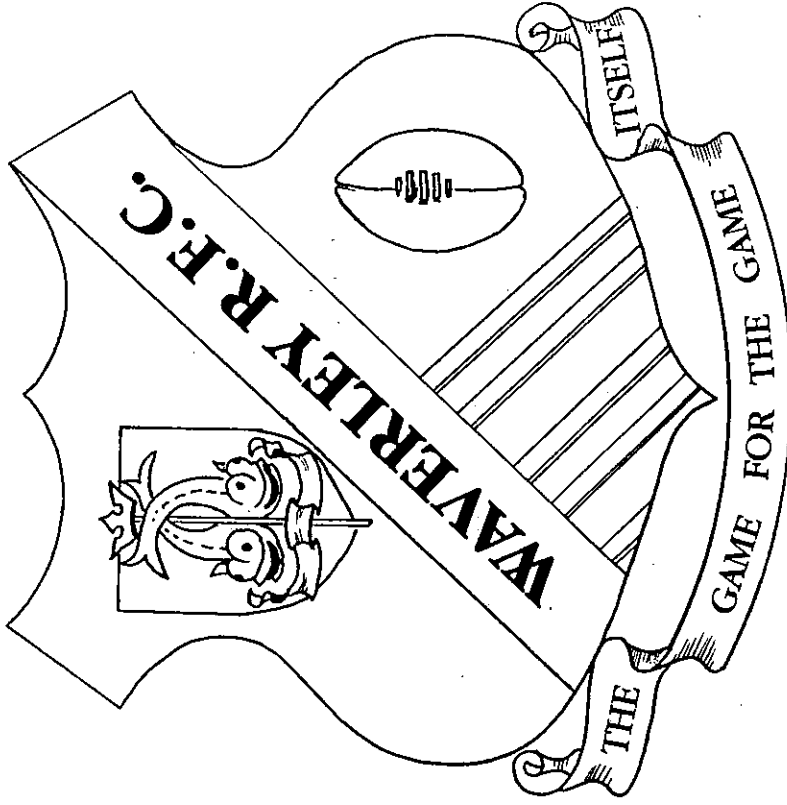
The Financial Year of the Club shall commence on the 1st day of the month of October each year.

16. ACCOUNTS AND AUDIT

- (i) The Management Committee shall cause proper accounts to be kept with respect to:-
- (a) All sums of money received and expended by the Club and the matters in respect of which the receipt and expenditure takes place.
  - (b) All sales and purchases by the Club.
  - (c) All Assets of the Club.
- (ii) These accounts shall be kept in the hands of the Treasurer and shall always be open to the inspection of financial members of the Club.
- (iii) The Management Committee shall once every year cause to be prepared by the Treasurer a Statement at the end of the Financial Year showing the position of the Club financially.
- (iv) This Statement shall be audited and, together with the Club's Annual Report, shall be laid before the Annual General Meeting of the Club.
- (v) Honorary Auditors to the Club shall be appointed by the Management Committee after the initial General Meeting and thence at the first Management Committee meeting after each Annual General Meeting.

17. RULES

- (i) No rules shall be repealed or altered or new rules inserted without the consent of two-thirds of the members present at any Annual or Special Meeting and unless seven (7) days notice in writing has been given to the Secretary of said proposed repeal or alteration or new rule.



**By-Laws**

WAVERLEY RUGBY CLUB

BY-LAWS

13. The only exceptions to the Financial Players By-Laws will be those who are unable to meet the 9 round deadline due to financial constraints (e.g. unemployment etc) and who have approached the Treasurer to postpone the payment of fees. In such cases the Treasurer will approach the Management Committee for consideration of an extension of the payment deadline for the player concerned.
14. Players who cease to play for the Club during the season, through injury or for any other reason, will not be reimbursed the subscriptions that they have paid.
15. Players are required to purchase the Club's shorts and socks before the season begins, or within two weeks of playing for the Club if they do not possess the correct playing strip of the Club.
16. No playing gear will be issued without prior payment.
17. Any player who fails to take the field without the correct attire will be approached by Club officials to rectify the situation. Failure to comply with this By-Law may result in the player not being selected to play for the Club.
18. The playing jumper remains the property of the Club.
19. Any player caught pilfering any property of the Club will be brought before the Management Committee for appropriate action.
20. Members are expected to uphold the good name of the Club at all times, especially when acting as representatives at other Clubs or on tour.
21. The Team Captain and Coach are expected to act as host to the referee and opposing Team Captains and Coaches both before and after their respective games and to invite them to socialise with our Club afterwards.
22. All members are expected to familiarise themselves with the Club songbook and to participate in social singing after the game if the occasion arises.
23. Where required deposits will be taken for all social functions. These deposits will be forfeited on the occasion of non-appearance by members at functions for which they have booked.
24. Where members indicate that they intend to attend a function, especially where a meal is ordered, they will be liable to pay the full cost set by the Club if so forewarned by the organisers at the time of making the booking.

WAVERLEY RUGBY CLUB

BY-LAWS

1. Players who register to play for the Waverley Rugby Club agree to be bound by the conditions set out within these By-Laws.
2. Players are expected to attend training one night each week unless other commitments take precedence e.g. work, university, technical college, etc.
3. Players not intending to attend training are expected to notify the respective Coach or Manager on the Saturday prior. In the event of unforeseen circumstances, players should attempt to give the Coach/Manager as much notice as possible.
4. Players who do not attend training and fail to give prior notice are liable to be suspended from playing, at the discretion of the Coaches.
5. All Club members are expected to assist on the sidelines at home games. A roster of Club members will be posted on the noticeboard showing dates/games at which members are required to help.
6. All Club members are expected to attend after-game functions for a short time e.g. until the speeches are over.
7. All Club members are expected to become involved in social functions organised by the Club and to assist in the organisation of these functions when required.
8. All Club members are expected to assist in the running of raffles or other fund-raising activities organised by the Management Committee.
9. All players are required to be financial members of the Club by Round 9 of the Competition or they will not be selected by the Coaches for Round 10 or for subsequent rounds until such time as they become financial.
10. Players who join the Club after Round 1 of the Competition will be given 9 rounds from the date of joining to become financial or they will be excluded from playing until such time as they become financial.
11. Players are expected to pay \$5 prior to their first game of the season and \$5 per week thereafter until they are a fully paid-up member.
12. All players must have made some contribution towards their financial commitment to the Club before they may become eligible to play for the Waverley Rugby Club.

WAVERLEY RUGBY CLUB

BY-LAWS

25. Players with outstanding debts shall not be selected to play or shall not be allowed to take the playing field unless suitable arrangements have been made with the Treasurer, with the approval of the Management Committee, to pay off the debt by installments.
26. In the case of debts outstanding from previous seasons, Players will not be eligible to play for the Club until such debts have been paid in full.
27. Players who are ineligible to play for the Club because of prior commitments to a District Rugby Club or any other Rugby Club will not be eligible to play for the Waverley Rugby Club.
28. Players who are ineligible to play Rugby Union because of their having played Rugby League above the Junior League standard are not eligible to play for the Waverley Rugby Club.
29. Players who are ineligible to play for the Club because of their having been sent off and who are serving a term of suspension will not be selected to play for the Waverley Rugby Club.
30. Players who are ineligible to play for the Club because of their having been sent off and are waiting for their case to be heard by the Protests and Appeals Committee, or any other governing body, will not be selected to play for the Waverley Rugby Club.
31. Players who are considered by the Management Committee to be directly flouting the playing rules of the SSRU will not be selected to play for the Waverley Rugby Club.