

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

**Berkeley Vale Rugby League and Sports
Club Incorporated.**



CONSTITUTION

(2008)

Amendments made 2009,2011,2012,2014

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

CONSTITUTION

1. (a) The name shall be Berkeley Vale Rugby League & Sports Club Inc. of the Country Rugby Football League of New South Wales.
- (b) The headquarters of the Club shall be that of the presiding Secretary and the official address for the service of documents on the Association shall be the address of the Public Officer.
- (c) The Association's financial year shall commence on the 1st of October each year and conclude on the 30th of September each year.
- (d) The Association's colours shall be that of black, white, red, green and yellow. The predominate colour to be decided annually at the AGM.

COMMENCEMENT AND DEFINITIONS

2. This Constitution shall be deemed to have been adopted by Berkeley Vale Rugby League & Sports Club Inc. and shall take effect in accordance with Rule 5 of the Constitution of the League.
3. Berkeley Vale Rugby League & Sports Club Inc. is a constituent body of the League and accordingly this Constitution shall be read and construed in every respect subject to the Constitution (By-Laws and Regulations thereunder) of such League and shall be void and inoperative to the extent of any inconsistency with and/or repugnance to such Constitution and/or By-Law and Regulation made thereunder.
4. In this Constitution and the By-Laws made there under the following words and expressions shall (except where and to the extent that the contrary intention appears) have the several meanings hereby assigned to them that is to say:-
 - (a) "Constituent Body" shall mean constituent body of the Country Rugby Football League of New South Wales Inc.
 - (b) "Division" shall mean division of the Country Rugby Football League of New South Wales Inc. as defined in Rule 4 of the constitution of the League.
 - (c) "League" shall mean the Country Rugby Football League of New South Wales Inc.
 - (d) "Club" shall mean Berkeley Vale Rugby League & Sports Club Inc. (hereinafter referred to as "the Club").
 - (e) "General Committee" shall mean the General Committee of the Club as constituted by this Constitution.
 - (f) "Executive" shall mean the executive committee of the Club as constituted by this Constitution.
 - (g) "Secretary" shall mean the officer of the Club from time to time appointed by the General Committee as hereinafter provided to perform the duties of Secretary of the Club and shall include any Acting Club Secretary and any substitute for the time being of the Club Secretary.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

- (h) "Treasurer" shall mean the officer of the Club from time to time appointed by the general committee as hereinafter provided to perform the duties of Treasurer of the Club and shall include any Acting Club Treasurer and any substitute for the time being.
5. The objects of the Club shall be:-
- (a) To encourage, foster, promote, extend, develop, govern and control rugby league football within the area under control of the Club as determined by and under the constitution of the Central Coast Division of Rugby League.
 - (b) To hire and employ all classes of persons considered necessary for the purpose of the Club and to pay them and to other persons in return for such services rendered to the Club salaries, wages, gratuities and pensions.
 - (c) To promote, hold and control meetings, participate in competitions and matches for the playing of rugby league football or any other athletic sport or pastime and to offer, give or contribute towards prizes, cups, medals and awards therefore.
 - (d) To invest and deal with monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined by the general committee.
 - (e) To affiliate and co-operate with the League and with any other organisation whose objects are altogether or in part similar to those of the Club.
 - (f) To undertake and implement in such a manner as it thinks fit such other matters related to any or all the foregoing objects as may from time to time be deemed expedient by the General Committee.
 - (g) All players registered with the Association eligible to play mini, mod or international league shall play in their own age group throughout the season. Following each game played in their own age group, a mini, mod or International league player may play for an older age group provided they have their parents' and coach's permission.
 - (h) To ensure that all registered players of the Association have maximum participation each season wherever possible.

MEMBERSHIP

6. Membership shall be to persons of not less than eighteen (18) years of age whose application for membership has been approved by the General Committee prior to acceptance
7. Membership fees shall be that as decided by the general committee.
8. All applications for membership shall be made to the Secretary on or before the Annual General Meeting each year.
- (a) Only financial members who are financial on or before the 30th September of the year of the Annual General Meeting be eligible to nominate and vote for positions on the Club's management committee.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

- (b) Individuals and organizations of the Association shall apply to the General Committee for membership. Parents of players 17 years of age and younger, and players 18 years of age and older, become members upon full payment of registration fees. Other persons must apply in writing using the application form as set out in Appendix 1 to these rules.
 - (c) The General Committee shall determine whether or not to accept an application for membership. The General Committee is not required to supply reasons for accepting or rejecting an application for membership.
 - (d) Members shall pay such fees as are determined by the Association at a general meeting.
 - (e) A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
9. Life membership of the Club shall be granted to any person whom the General Committee sees fit on after considering all the following circumstances.
- (a) All nominations must be in writing, giving the full name and credentials of the nominee. Nominations must be signed by the nominator and also be seconded by another club member. Both must be official Club members.
 - (b) Nominations will only be taken once a year and nominations must be furnished to the General Committee at the general meeting preceding the Annual General Meeting each year.
 - (c) Life Members have the same voting rights as any financial member.
 - (d) The privilege of Life Membership shall entitle the holder to membership, speak and vote at all general meetings.
 - (e) Any official member (current financial member) of the Association may be nominated for Life Membership after completing ten (10) years unbroken active service or (12) years broken active service with the Association. This "service" must also be considered "outstanding service".

(Active being defined as serving on the committee, coaching, first aid, fundraising, BBQ, ground maintenance and other valuable services to the club, etc.)
 - (f) Eligibility must be confirmed by the records of the Association through the General Committee.
 - (g) The election of Life Members will be subject to a Special Resolution being passed by a sub-committee comprising of no less than seven (7) elected Life Members and one (1) current Executive Committee member who will act as the chairperson of the sub-committee, however will not be a voting member of the sub-committee. All current Life Members must be afforded the opportunity to sit on the sub-committee. In the event of not enough Life Members accepting a position on the Sub Committee, the vacant positions will be filled up to the minimum requirement (7) by current Executive Committee members.
Amended October 2012 (removal of "only two (2) Life Members to be elected in any one year" restriction)

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

- (h) It will be the charter of the sub-committee to investigate and verify the credentials of all nominations (with the assistance from the Club's Executive) and to ultimately endorse the nomination. The nominator will be afforded the opportunity to present their nomination to the sub-committee and must provide enough anecdotal evidence to convince them of their nominee's worthiness for Life Membership. The sub-committee meeting to discuss, endorse and vote on nominations must be held no later than seven (7) days prior to the AGM.
- (i) The sub-committee's decision is final with no further correspondence to be entered into. Unsuccessful nominees may be nominated again the following year.

10. **CLAUSE STRUCK** *November 2009*

GENERAL COMMITTEE

11. The General Committee shall consist of:-

- (a) The General Committee office bearers shall consist of a Patron, Life Members, President, Senior Vice-President, Junior Vice-President, Secretary, **Operations Manager Senior Rugby League, Operations Manager Junior Rugby League**, Operations Manager Touch, Operations Manager Netball, Treasurer, Assistant Treasurer, Social Secretary, Senior Registrar, Junior Registrar, Merchandise Officer, Publicity Officer, Sponsorship Coordinator, Coaching Coordinators (Junior & Senior), First Aid Coordinator, Canteen Coordinator, Two (2) Delegates to both the Senior and Junior Divisions and up to twelve (12) other working members of the General Committee. (This totals a maximum of **thirty six (36)** on the committee excluding the Patron and Life Members)
Amended October 2011 & Amended October 2012 (word "Groundsman" deleted)
- (b) The General Committee may from time to time determine such other representation as it sees fit.
- (c) The General Committee of the Club if it sees fit can elect a Returning Officer whose sole duty shall be the conducting of election of officers as set out in Clause 8a and 11a above. The Returning Officer to be responsible for the conduct of all ballots for such positions. The Returning Officer shall not have the right to vote in any such elections.
- (d) At each Annual General Meeting two (2) delegates to the Central Coast Junior Rugby League Inc. and two (2) delegates to the Central Coast Division of Rugby League Inc.

12. Of the Vice Presidents elected the one receiving the highest number of votes shall be the Senior Vice President and the other the Junior Vice President and should the voting be equal the method of determining which of them be the Senior Vice President shall be determined by resolution of the Annual General Committee.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

13. (a) Any casual vacancy occurring in the position of President, Secretary or Treasurer between Annual General Meetings of the Club shall as often as the same may occur be filled by the General Committee provided that when any such vacancy is not filled by the General Committee within one (1) month after the same have occurred it shall be upon request in writing of any one of the foregoing officers directed to the President of the Club be filled by the management committee of such League and the person so appointed to the vacancy by such management committee shall hold office until the next Annual general Meeting of the Club.
- (b) Should a vacancy occur on any committee other than the general committee (and executive committee) or in case a member of any committee (not being the general committee or the executive committee) is temporarily unable to carry out his/her duties, a member of the executive or a Vice President may act in the vacancy or in the place of such member but any such vacancy shall be filled by the general committee at its next meeting.
14. The general committee shall hold its first meeting immediately after the conclusion of the Annual General Meeting and shall hold other meetings at such other time as it may deem necessary.
15. Subject to direction by the General Committee the Management Committee shall determine the time and place of meetings of the general committee.
16. (a) The Executive Committee may call a meeting of the General Committee at any time.
- (b) The Secretary shall within fourteen (14) days after receiving a requisition signed by seven members of the General Committee indicating the nature of the matters intending to be discussed there at convene a special meeting of the general committee.
17. The presence of a minimum of ten (10) members of the General Committee shall form a quorum at any meeting of the General Committee.
18. The General Committee may by resolution declare that any sub-committee member who has failed to attend three (3) consecutive meetings of such committee of which he/she is a member shall be deemed to have vacated his/her office. Except where a reason for absence is accepted by the General Committee.
19. Except where otherwise provided in this Constitution questions at any meeting of the General Committee and of any other committee or board established by this Constitution or by any By-Law thereunder shall be decided by a majority of votes and in every case of equality of votes the President or Chairman as the case may be shall have the casting vote as well as a deliberative vote.
20. No resolutions passed at any meeting of the General Committee or deemed to have been passed in accordance with Clause 17 hereof, shall be rescinded at a subsequent meeting unless fourteen (14) days' notice of the intention to propose such rescission shall have been given and such rescission motion must be carried by two-thirds of those present and entitled to vote.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

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

POWERS OF THE GENERAL COMMITTEE

22. Subject to this Constitution and to the directions given by the resolution of the Annual General Meeting of the Club, the General Committee shall be the governing body of the Club and shall have the power to do all such acts and things as may be incidental or conducive to the attainment of any of the objects of the Club and shall supervise all rugby league football activities therein and without prejudice to the generality of the foregoing the General Committee may:-
- (a) Delegate to any sub-committee or any other committee or board any matter for decision, action, control, negotiation, investigation and report.
 - (b) Appoint, remove and prescribe the duties of such officers as it thinks fit.
 - (c) Appoint and remove such delegate as it thinks fit to the League.
 - (d) Enter into and make agreements and employ persons on such terms as it deems proper.
 - (e) Acquire, manage, deal with and dispose of any property.
 - (f) Invest and deal with any monies of the Club and vary and realise any investment.
 - (g) Borrow money and give security over any property.
 - (h) Make, vary or repeal By-Laws not inconsistent with this Constitution prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution and/or any of its objects.
 - (i) From time to time give such directions, as it deems expedient to prevent the occurrence of any anticipated violation of the rules of the rugby league football or of any particular match fixture or competition.

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

ANNUAL GENERAL MEETING

23. The Annual General Meeting of the Club shall be held at such a place and at such time not later than the 30th October of the previous year as the General Committee shall determine and at least fourteen (14) days' notice of the time and place appointed shall be notified to the community
24. All members for the time being of the General Committee may attend general meetings of the Club and shall be entitled to vote
25. Each member shall be entitled to one vote and that shall be given personally and there shall be no voting by proxy.
26. The President or in his/her absence the Senior Vice President or Junior Vice President in that order shall act as chairman at general meetings of the Club and should the President and Vice Presidents be absent or unwilling to act those present and entitled to vote shall elect a chairman.
27. The business of the Annual General Meeting shall be:-
 - (a) Renewal of membership fees.
 - (b) Check credentials.
 - (c) Minutes.
 - (d) Chairman's opening address.
 - (e) Receive annual report and audit financial statement
 - (f) Election of Patron, President, Vice Presidents, Treasurers, Secretary, Operations Managers and General Committee.
 - (g) Correspondence relating to the Annual General Meeting.
 - (h) General business.
 - (i) Election of management committee.
 - (j) The quorum for an Annual General Meeting shall be twenty (20) members present in person.
28. Notice of motion involving or affecting any matter of principle or policy of the Club shall be given to the Secretary of the Club not later than fourteen (14) days prior to the Annual General meeting of the Club providing that in respect of such matters of principle or policy arising between annual meetings the provisions of Clause 48 may be invoked.
29. Voting at all general meetings except upon the election of the officers or committees shall be by a show of hands, which shall be conclusive in the declaration of the result by the chairman unless one person entitled to vote immediately demands a vote by ballot or division.

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

EXECUTIVE

30. The President, Senior and Junior Vice Presidents, Secretary, Operations Manager Senior Rugby League, Operations Manager Junior Rugby League, Operations Manager Touch, Operations Manager Netball and Treasurer shall constitute and act as the Executive, and may subject to the directions of the General Committee, but otherwise without any exception or qualification whatsoever exercise all or any of the powers by the Constitution and/or any By-Law made thereunder conferred upon the General Committee. *Amended October 2011*
31. The Executive shall present a full report of its activities and decisions to each meeting of the General Committee.
32. No person who is a player shall be eligible to be a member of the Executive and no person can hold more than one position on the executive.

SECRETARY

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

TREASURER

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

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

MANAGEMENT COMMITTEE

36. The management committee shall consist of not less than five (5) or more than seven (7) members of the Club General Committee of which the President, Secretary and Treasurer shall be members thereof.

DISCIPLINE

37. (a) Any person being a member, player, coach, employee, official or other like person of the Club who has; or against whom a complaint has been made, that such person:-
- (i) has been involved in misconduct
 - (ii) has been involved in conduct which is detrimental or prejudicial to the welfare and good image of rugby league or other associated sports of the aforementioned
 - (iii) has breached the Constitution or any By-Law
 - (iv) Has failed to comply with any directions or decisions of the General Committee to whose control he/her is subject, may be cited or caused to appear before the general or management committee to answer such complaint.
- (b) A complaint against any such person pursuant to clauses 37 A (i) and (ii) hereof shall be lodged with the Club Secretary within seventy two (72) hours of the occurrence of the incident giving rise to the complaint.
- (c) Any such complaint shall be in writing and shall be lodged with any supporting evidence.
- (d) The Management Committee of the Club shall inquire into any such complaint and examine all available evidence to decide if there is sufficient substance for charges to be laid. Should it be the opinion of the Management Committee that insufficient evidence to support such complaint the charges will lapse. However should the Management Committee agree that there is a charge to answer it shall cause such person to appear before the general committee for the matter to be heard and dealt with except in the case of a player who has been charged with misconduct on the field of play, whether with video evidence or otherwise, who would be cited to answer such charges before the judiciary committee.
- (e) Subject to the preceding clause on the receiving of such complaint the Management Committee
- (j) Must cause notice of the complaint to be served on the nominated person concerned.
 - (ii) once the notice has been given that person is suspended from any duties related to the club until the matter is resolved.
 - (iii) Must give the person at least 14 days form the time of service within which to make submissions to the Management Committee in connection with the complaint
 - (iv) Must take into consideration any submissions made by the person in connection with the complaint.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

The Management Committee may, by resolution, expel the person from the Club or suspend the person from the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the alleged in the complaint have been proved.

- (f) If the Management Committee expels or suspends a person, the Secretary must within 7 days after the action taken, cause written notice to be given to the person, of the reasons for having the action taken and of the members right of appeal
38. A person may appeal to the General Committee against a resolution of the Management Committee within 7 days of notice of the resolution being served on the person, by lodging with the Secretary a notice to that effect
- (i) The notice must be accompanied by a statement of the grounds on which the person intends to reply for the purpose of the appeal which contains new evidence.
 - (ii) On receipt of the notice from the person under clause (a), the Secretary must notify the Executive Committee and a General Meeting must be held within 28 days after the date on which the Secretary receives the notice.
 - (iii) At General Meeting under clause (b) no other business must be dealt with and the person must be given every opportunity to state their case.
 - (iv) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
39. No player, coach, manager, trainer or any other member of the club may appeal any decision of (Berkeley Vale Rugby League & Sports Club) in relation to any matter as defined by their Constitution, their Judiciary or The Code of Conduct, without the approval of the General Committee.

REGISTRATIONS, PLAYERS AND EQUIPMENT

40. All persons wishing to play with the Club must be registered in accordance with the rules as stated by either of the Central Coast Divisions of Rugby League or associated sports.
41. The Club may charge whatever registration fee as it sees fit to cover all expenses and charges as is necessary to financially administer the Club.
42. Each player of the Club will be supplied with a jersey free of cost but each jersey remains the property of the Club. Any person taking same for their own use shall leave themselves open to any action the Club sees fit. If the jersey is not returned then the club may take whatever action it deems fit to recover the jersey or its replacement value.
43. The club will field teams in each age group competition as it deems fit. If there is excess of players then the general committee may at its discretion enter two (2) or three (3) teams in each age group.
44. Any player suspended by Judiciary of either the Senior or Junior Central Coast Divisions of Rugby League shall not appeal against any such suspension unless the same shall be approved by the management committee of the Club

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

45. Any player breaching the code of conduct issued by Berkeley Vale Rugby League & Sports Club Inc. of that as issued by either of the Central Coast Divisions of Rugby League shall be dealt with by the general committee in whatever way it deems necessary.
46. No player registered by the Club shall play in any match other than any match authorised by the Club, Central Coast Division of Junior Rugby League, Central Coast Division of Rugby League, the Country Rugby League of NSW or that under the direction of the Australian Rugby League in relation to school boy competition conducted by the Department of Education of New South Wales.
47. The Club will supply all training equipment and from time to time may inspect that equipment to ensure that it is in good order and condition. Any loss or mistreated equipment is to be replaced by the person issued the said equipment.
48. Coaches are not to allow players to take Club equipment home during the week for any reason. Coaches are to sign for all issued equipment and held responsible for the maintenance and return of same.
49. No player shall play in any age competition 2 years above his/hers registered age group or play Grade before reaching the age of sixteen (16) years and nine (9) months.
50. It is recommended that a person should not coach the same team for more than 3 years.
51. Any player who completes 100 or 150 games for the club shall be awarded a 100/150 game medallion.
52. Any player who completes 200 games or more for the club shall be awarded a 200 game polo shirt and medallion with his details.

MISCELLANEOUS

53. The Club shall take advantage of Professional Indemnity, Voluntary, Declared Officials Insurance or any other insurance that will protect Committee Members, Coaches, Managers and Trainers, Sports Medicine Persons or any other person that the Management Committee may deem to require this type of protection.
54. They shall have at least one qualified Australian Rugby League First Aid Officer at every home game per ground and these people shall be responsible for the health and welfare of the players of Berkeley Vale Rugby League & Sports Club Inc. The decision of the Australian Rugby League First Aid Officer in relation to a player returning to the field of play is final. Any person breaching this direction shall be subject to action under this Constitution.
55. No person is to use and or copy the club logo without written authority from the Secretary of the Club. There shall be a record kept of this authorisation.
56. This Constitution is to be read in conjunction with the Constitutions of the Central Coast Division of Rugby League and that of the Country Rugby League.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

57. (a) For the purpose of these rules, a notice may be served by or on behalf of the Association on any member:-
- (i) by delivering it to the person personally, or
 - (ii) by sending it by pre-paid post to the address of the person, or
 - (iii) by sending it by facsimile transmission or electronic email to an address specified by the person for giving or serving the notice.
- (b) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:-
- (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (iii) in the case of a notice sent by facsimile transmission or electronic email, 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, or on that date.
58. Any other rules of the Association may be contained in the Club's Policy's and By-Laws.

ALTERATION AND INTERPRETATION OF CONSTITUTION

59. (a) This constitution shall not be altered unless the proposed alteration is approved by two-thirds majority at a general meeting of the Club.
- (b) Notice of any proposed alteration of this constitution shall be given to the Club Secretary at least fourteen (14) days before the date appointed for holding of the General Meeting at which it is intended to submit such proposed alteration.
- (c) The Chairman shall on a matter of urgency and with the consent of two-thirds of the meeting waive the requisite fourteen (14) days' notice, provided that there is two-thirds of the full voting strength in attendance.
- (d) A notice must be sent to all members advising that a general meeting is to be held to consider changes to the constitution.
- (e) The notice must give details of the proposed changes to the constitution.

PUBLIC OFFICER

60. (a) The general committee shall ensure that a person is appointed as Public Officer.
- (b) The first Public Officer shall be the person who completed the application for incorporation of the Association.
- (c) The general committee may at any time remove the Public Officer and appoint a new Public Officer, provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

- (d) The Public Officer shall be deemed to have vacated their position in the following circumstances:-
 - (i) Death
 - (ii) Resignation
 - (iii) Removal by the general committee
 - (iv) Bankruptcy or financial insolvency
 - (v) Mental illness
 - (vi) Residency outside of New South Wales
- (e) When a vacancy occurs in the position of Public Officer the general committee shall within fourteen (14) days notify the Office of Fair Trading by the prescribed form and appoint a new Public Officer.
- (f) The Public Officer is required to notify the Office of Fair Trading by the prescribed form in the following circumstances:-
 - (i) Appointment (within fourteen (14) days).
 - (ii) A change of residential address (within fourteen (14) days).
 - (ii) A change in the Association's objects or rules (within one (1) month).
 - (iii) Annual Statement of the Association's financial affairs (within one (1) month after the Annual General Meeting).
 - (iv) A change in the Association's name (within one (1) month).

MEMBERS' LIABILITY

- 61. The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

DISSOLUTION

- 62. The Club may be dissolved in the event of membership being less than three (3) persons or upon the vote of a three-fourths majority of members present at a special general meeting convened to consider such question.
- 63. Upon resolution being passed all assets and funds of the Club on hand shall, after payment of expenses and liabilities, be handed to the Central Coast Division of Rugby League Inc. or any other organisation identified by the membership of Berkeley Vale Rugby League & Sports Club Inc.

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

COMMITTEE NOMINATION FORM

I, _____

Wish to nominate _____

for the position of _____

for the year _____

Signed: _____

I, _____

Being a financial member of the (Insert Name of Club) Rugby League Football Club

Inc. hereby second the nomination of _____.

Signed: _____

This form must be received by the Secretary no later than the 6.00pm, 14 days prior to the date of the Annual General Meeting. The form can be posted to, The Secretary, Berkeley Vale Rugby League & Sports Club Inc., P.O. Box 5074, Chittaway. NSW.2261

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

NOMINATION FORM FOR COACH / MANAGER/ TRAINER

I, _____
Hereby make application to be Coach / Manager / Trainer / Rugby League First Aid Officer
(strike out which is not applicable) for the Under _____ for the _____
season.

My current qualification number is _____
Modified Coach / Club Coach / Senior Club Coach / League Safe Officer / Rugby League
First Aid Officer Level 1 / 2. (strike out which is not applicable)

In support of my application I submit the following:

(Attach further information if required).

I agree to abide by the Constitution of the Club, the Constitution of Berkeley Vale Rugby
League & Sports Club, its rules and regulations including the Code of Conduct and Safe
play Code for Junior League.

Signed: _____

This form must be received by the Secretary no later than 6.00pm, on the Friday after the Junior presentation.
The form can be posted to, The Secretary, Berkeley Vale Rugby League & Sports Club Inc., P.O. Box 5074,
Chittaway. NSW.2261

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

(Rule 8 (b))

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION
BERKELEY VALE RUGBY LEAGUE & SPORTS CLUB INCORPORATED.**

I, _____
(Full Name of Applicant)

of _____
(Address)

(Occupation)

Hereby apply to become a member of the above named incorporated Association. In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

(Signature of Applicant)

(Date)

I, _____
a member of the Association nominate the applicant, who is personally known to me, for membership to the Association.

(Signature of Proposer)

(Date)

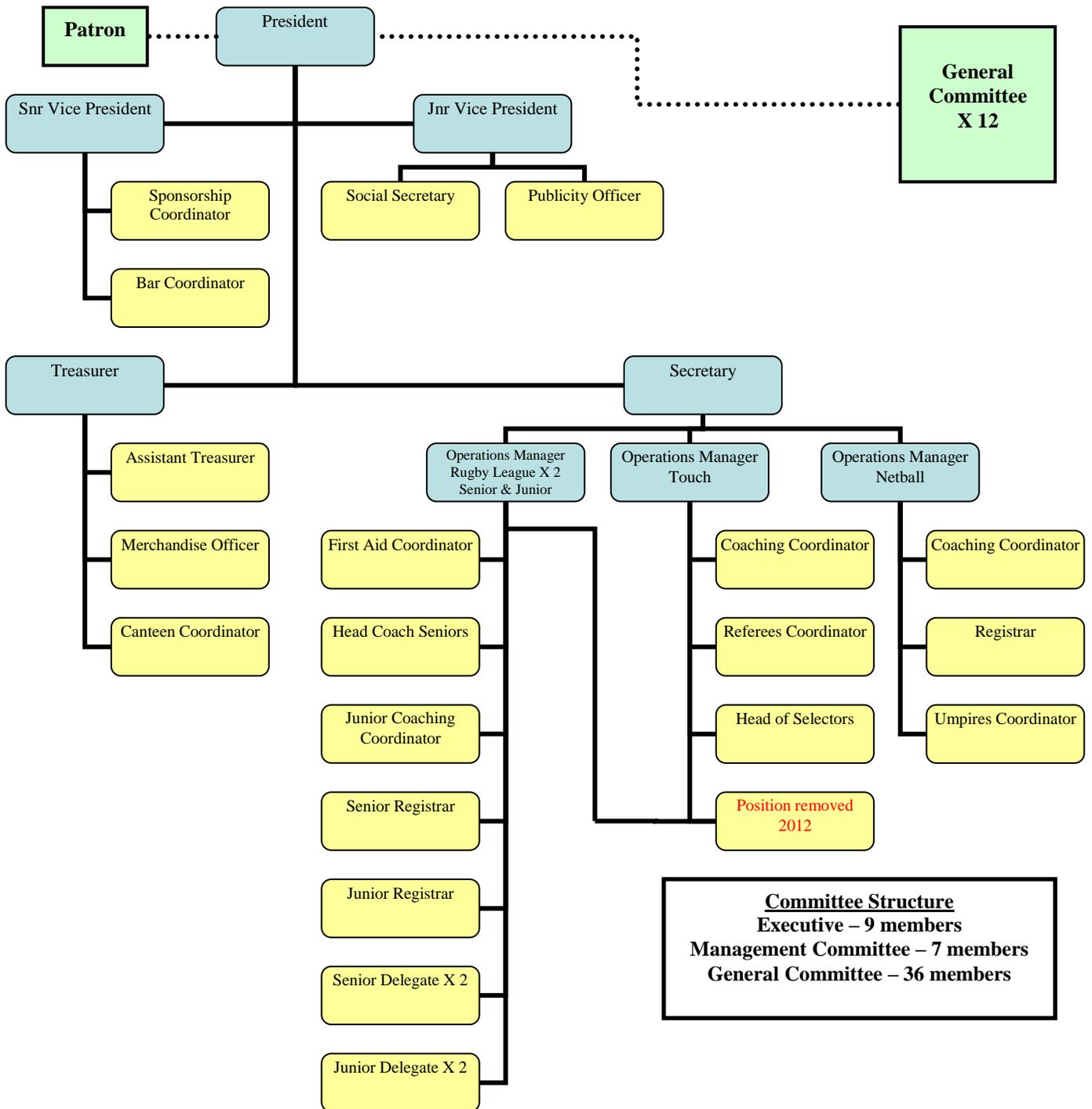
I, _____
a member of the Association second the nomination of the applicant, who is personally known to me, for membership to the Association.

(Signature of Seconder)

(Date)

*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

Executive & General Committee Structure



*The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.*

Berkeley Vale Rugby League & Sports Club

BY-LAWS

1. With regard to Mini Football, each registered player will play a minimum of one unbroken period as per the rules of mini league and where possible equal time.
2. With regard to Mod Football, each registered player will play a minimum of one unbroken half as per the rules of mod league and where possible equal time.
3. It is the responsibility of the new Coach to inform the club of any pending enquiries into breaches of the code of conduct prior to his appointment.
4. Any correspondence relating to the referees performance are to be made through the club secretary.
5. All Coaches, Managers and Trainers must be members of the Club or willing to join the Club within 14 days of their appointment.
6. The Executive Committee in consultation with the Coaching Coordinator will appoint the Club's coaching staff. If required they will approach qualified members to assist if necessary. Interviews will be conducted where there is (a) more than one applicant for a position or (b) where the selection committee deem it necessary or (c) the Coaching selection committee will be reconvened upon the resignation of a coach previously interviewed or appointed by the committee. The applicants will be given Seven (7) days' notice prior to selection interview.
7. Coaches will be appointed at the discretion solely of the executive committee.
8. No Coach can terminate the services of his Manager unless he brings reason to the Clubs Management Committee. The Management Committee shall accept or reject the case in question on its merits, at a meeting called by the President.
9. If a Coach does not comply with the By-Laws of the Club or the Association he shall be brought to a meeting called by the President and asked to explain his failure to comply. If he continues to abuse the Club's By-Laws he will be disciplined by the Clubs Management Committee.
10. No player shall be permitted to play more than one age above his registered age group and can ONLY play up if that team is short.
11. Players must register in their own age group. Exemptions to this rule will be considered by the management committee upon receiving a written application.
12. If a team wins a grand final they shall get from the club an embroidered Jacket or Track-suit. All registered players of that team along with a maximum of four coaching staff (Coach, Manager & 2 Trainers) are entitled to be catered for. If a team has won a grand final before they shall have the option of something else of equivalent value.
13. All members are invited to attend our monthly meeting held on the third Monday of each month.
14. All apologies for meetings must be given in writing within 7 days after the general meeting that was missed. If a letter is not submitted in this time then a non-attendance will be recorded.
15. Any team wishing to raise money for any reason must get permission from the Executive Committee prior to the fund raising event and all money raised must be given to the Treasurer to be banked into a trust fund with the Treasurer providing a balance sheet at all meetings. All money's will be handed out at when required.
16. Each Coach and/or Manager is responsible for the gear allocated to his team. It must be returned to the Gear Steward at the end of the season.

***The Constitution and By-laws of Berkeley Vale Rugby League & Sports Club
Incorporated.***

17. Complaints will only be considered by the management committee if they are in writing and signed accordingly.
 18. If any BVRL&SC member is found guilty of breaking the code of conduct at home or away games then he/she will be required to attend a meeting. The management committee reserves the right to impose any penalty it deems appropriate in the circumstances.
 19. Any Player taken to hospital directly from the game, by any means, must produce a Medical Certificate for clearance to resume football. This clearance must state "FIT TO PLAY RUGBY LEAGUE".
 20. Any player who sustains concussion during a game (club or school) will automatically be given a 1 week rest unless a Doctors certificate is presented stating that the player is "FIT TO PLAY RUGBY LEAGUE".
 21. The Medical Officer (First Aid) will have the final say as to whether or not an injured player may return to the field of play.
 22. If any player has outstanding registration fees as of round one of their respective competition, they will not be permitted to play until the fees have been paid in full, unless they have made prior arrangements with the Club's Executive Committee.
 23. In accordance with the C.R.L., the Berkeley Vale Rugby League & Sports Club will not condone any payment of any means to any junior player playing in the Junior League competition by any person associated with its Club.
 24. Any meetings that need to be held outside of general meetings by the Executive must have a minimum of Five (5) members of the Executive committee present to make a decision. The Five (5) members present must be one of either President, Snr Vice President or Jnr Vice President, the Secretary and three (3) other members of the executive.
 25. Requirements for Senior Paid Players.
 - (a) Designated club functions are compulsory. Cost of entry x 2 to these functions that are set down prior to season commencement will be deducted from players fees, unless a valid reason for not being able to attend is given to the event organiser with due notice.
 - (b) It is compulsory for all paid players to join the "100 Club" fundraiser. \$100 will be deducted from player's remuneration from the club and they will receive promotion benefits.
 - (c) Players must make themselves available for rostered fundraisers. EG Designated raffles or team duties on game days as set out by the club committee when and where required.
 - (d) Players will be subject to fines if unable to provide a valid reason for not attending, prior to designated training sessions or game day presentations.
 - (e) Players shall be charged for club merchandise if they have lost or misplaced any items of playing strip.
- Clause inserted April 2014
26. Any person wishing to alter, add or delete a By-Law or policy is to do so in writing and be in the possession of the Secretary Twenty one (21) days prior to the meeting.
27. Any issue not mentioned shall be covered by the Association's Constitution.