

Nelson Bay Touch Association (Inc.)



CONSTITUTION

Amended 15.02.2025

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ASSOCIATIONS INCORPORATION ACT 2009 (NSW)
CONSTITUTION
NELSON BAY TOUCH ASSOCIATION INCORPORATED

1. NAME OF CLUB

The name of the Club is Nelson Bay Touch Association (inc.)

1.1 CLUB LOGO



2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

“Act” means the *Associations Incorporation Act 2009 (NSW)*.

Association means Nelson Bay Touch Association Incorporated

‘Board’ means the **body** managing the Club and consisting of the directors. To remain an active board member, you must have attended a minimum of 4 committee meetings and supported the club operations for a minimum of 4 hours within the current financial year.

“Committee” is used to describe the **governing body** of an incorporated association.

“Constitution” means this Constitution of the Association.

“Director” means a Member of the Board and includes any person acting in that capacity from time to time appointed in accordance with this Constitution.

“General Meeting” means the annual or any special general meeting of the Club.

‘Individual Member’ means a registered, financial Member of the Club who is at least 18 years of age.

“Intellectual Property” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in New South Wales.

‘Junior Member’ means a registered Member of the Club who is younger than 18 years of age.

‘Life Member’ means an Individual appointed as a Life Member of the Club under **clause 5.2**.

‘Local area’ means the geographical area (Port Stephens Peninsula) for which the Club is responsible as recognised by the regional and/or state organisations for Touch of which the Club is a member.

‘Member’ means a Member of the Club for the time being under **clause 5**.

‘Nelson Bay Touch Association Inc.’ is also referred to as **NBTA** or the **‘Club’** within the Constitution and Regulations.

‘NSO’ means the National Sporting Organisation being Touch Football Australia.

‘Objects’ means the Objects of the Club in **clause 3**.

‘Public Officer’ means the person appointed to be the public officer of the Association in accordance with the Act.

‘Register’ means a register of Members (generally the Affiliation Team Sheets) kept and maintained in accordance with **clause 7**.

‘RSO’ means the Regional Sporting Organisation being Hunter Hornets.

‘Special Resolution’ means a Special Resolution defined in the Act.

‘SSO’ means the State Sport Organisation being NSW Touch Association.

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty.
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.
- (c) words importing the singular include the plural and vice versa.
- (d) words importing any gender include the other genders.
- (e) references to persons include corporations and bodies politic.
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person.
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down, if possible, to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Club is established solely for the Objects. The Objects of the Club are established to:

- (a) conduct, encourage, promote, advance and administer Touch throughout the local area.
- (b) act, at all times, on behalf of and in the interest of the Members and Touch in the local area.
- (c) to select, support and/or sponsor any representative team or teams for any purposes associated with touch.
- (d) affiliate and otherwise liaise with the Port Stephens Council (PSC), Tomaree Sports Council (TSC), RSO, SSO and/or NSO of which the Club is a member and adopt their rule and policy frameworks to further these Objects.
- (e) abide by, promulgate, enforce and secure uniformity in the application of the rules of Touch as may be determined from time to time by NSO or IF and as may be necessary for the management and control of Touch and related activities in New South Wales.
- (f) advance the operations and activities of the Club throughout the local area, through promoting, organising and conducting championships, competitions and other events pertaining to touch as may from time to time be considered expedient.
- (g) have regard to the public interest in its operations.
- (h) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS

5.1 Members

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.
- (b) Individual Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
- (c) Junior Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings unless aged 18 years or older.
- (d) Active Members of the club - All registered and financial players, referees, coaches, and managers as at the date of the previous competition. Active Members and not entitled to vote at any association meeting unless they are elected to the General committee or nominated as a team delegate.
- (e) Team Delegate – All senior teams must nominate at time of team registration a team delegate to represent the team at general meetings and the AGM. Team delegate must be an active financial member of the club at time of nomination, not be a member of the board (Committee). Team delegates must serve for the period of the season to which they become delegate. Team Delegate must attend the AGM in order for the team to receive team bond refund upon completion of the AGM.

5.2 Life Members

- (a) The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.
- (b) To be recommended, nominees must have held, unless extenuating circumstances exist, continuous membership of the Nelson Bay Touch Association (inc.) for a minimum of ten (10) years and served on a committee for at least three years within the Association, assisting in obtaining the objectives of the Association.
- (c) A resolution of the annual general meeting to confer life membership (subject to **clause 5.2(c)**) on the recommendation of the Board must be a Special Resolution.
- (d) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, **and from the time of entry on the Register the person** shall be a Life Member.

6. MEMBERSHIP APPLICATION

6.1 Application for Membership

To be a Member of the Club the following shall apply:

- (a) Be a registered and financial member of an Affiliated Team, a Referee or an Honorary Member (Coach, Selector, Team Manager, Committee Member, Junior Member Parent/Guardian); and
- (b) The method of registration (as detailed by the SSO) and system of fee payment shall be determined by the Association.
- (c) A right, privilege or obligation which a member has, is not capable of being transferred or transmitted to another person.

To be an Honorary Member of the Association the following shall apply: -

- (i) A person who does not play or referee but are active members within the Association.
- (ii) No fee will be charged, and an Honorary Member will be considered a financial member.

6.2 Discretion to Accept or Reject Application

- (a) The Club may accept or reject an application whether the applicant has complied with the requirements in **clause 6.1** or not. The Club shall act on advice and directives provided from the SSO & NSO.
- (b) Where the Club accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by the Club. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

6.3 Renewal

Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.

6.4 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.4 (a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

7.1 Club to Keep Register

The Club shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address, date of birth and date of entry of each Member; and

- (b) where applicable, the date of termination of membership of any Member.

Members shall provide notice of any change and required details to the Club by the next competition through completion of the affiliate Team Sheet, or formal notification to the Association.

7.2 Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Board considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Board or other entity with delegated authority.
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club, PSC, TSC, RSO, SSO and NSO.
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Touch and
- (e) they are entitled to all benefits, advantages, privileges and services of Club membership.

9. DISCONTINUANCE OF MEMBERSHIP

Membership of the Association ceases upon: -

- (i) A member becoming unfinancial.
- (ii) Death
- (iii) Resignation
- (iv) Dissolution
- (v) Expulsion through breach

9.1 Notice of Resignation

- (a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving one month's notice in writing to the Club.

- (b) Once the Club receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

9.2 Discontinuance for Breach

- (a) Membership of the Club may be discontinued by the Board upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club, failure to comply with the Regulations or any resolutions or determinations made or passed by the Board or any duly authorised committee.
- (b) Membership shall not be discontinued by the Board under **clause 9.2(a)** without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Board's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2(a)** by the Club giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3 Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Board.

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club and its property and shall not use any property of the Club including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to the Club immediately.

9.5 Membership may be Reinstated

Membership which has been discontinued under this **clause 9** may be reinstated at the discretion of the Board, with such conditions as it deems appropriate.

9.6 Refund of Membership Fees

Any Membership fees paid may be refunded at the discretion of the Board taking into consideration the affiliation payment processes completed through the SSO.

10. DISCIPLINE

- (a) The Board may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Board or any duly authorised committee

- (ii) acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the Club and/or Touch; or
- (iii) brought the Club, any other Member or Touch into disrepute.

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the Regulations.

- (b) The Board may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

11. SUBSCRIPTIONS AND FEES

The membership/registration fees and other levies payable by Members to the Club and the time for and manner of payment shall be as determined by the Board.

12. EXISTING DIRECTORS

The Members of the administrative or governing body (by whatever name called) of the Club in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next annual general meeting following such adoption of this Constitution. After this General Meeting the positions of Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

13. POWERS OF THE BOARD

Subject to the Act and this Constitution, the business of the Club shall be managed, and the powers of the Club shall be exercised by the Board. In particular, the Board shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

14. COMPOSITION OF THE BOARD (COMMITTEE)

14.1 Composition of the Board (Committee)

The Board shall comprise:

- (a) seven elected directors who must all be Members and who shall be elected under **clause 15**; and
- (b) up to two appointed directors who need not be Members and who may be appointed by the Directors in accordance with **clause 16**.

14.2 Election and Appointment of Directors

- (a) The elected Directors shall be elected under **clause 15**.
- (b) The appointed Directors may be appointed under **clause 16**.

14.3 Director Portfolios for the Board (Executive Committee)

The NBTA Director Portfolios are identified as.

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Technical Director**
- **Park Competition Co-Ordinator**
- **Rep Competition Co-Ordinator**

15. ELECTED DIRECTORS (COMMITTEE MEMBERS)

15.1 Nomination for Board

- (a) Nominations for elected Director positions shall be called for forty-eight (48) days prior to the annual general meeting. When calling for nominations, details of the necessary qualifications / competencies and job descriptions for the portfolio positions shall also be provided. Qualification/competency requirements and portfolio job descriptions shall be determined by the Board from time to time.
- (b) Nominees for elected Director positions must declare any position they hold in an NSO, SSO or RSO.

15.2 Form of Nomination

Nominations must be:

- (a) in writing.
- (b) on the prescribed form provided for that purpose.
- (c) signed by two Individual Members.
- (d) certified by the nominee (who must be a member) expressing his willingness to accept the position for which he is nominated; and
- (e) delivered to the Club not less than thirty-five (35) days before the date fixed for the annual general meeting. If nominations have not been received for a position by that date, then the Board shall have the power to accept late nominations. In these cases, the President shall be required to advise members of the actions at the meeting.

15.3 Elections

- (a) If there is only one nomination received for each Board Portfolio vacancy to be filled, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote. Each nomination will provide all attendees at the AGM what they can bring to the role. Members who are entitled to vote will complete a secret ballot on the nominated form during the AGM. In the event the vote is a draw the newly elected president will have the determining vote. In the event the multiple nominations are for the president role the newly elected Vice President will have the dividing vote.
- (b) If there are insufficient nominations received to fill all vacancies on the Board, or if a person is not approved by the majority of Members under **clause 15.3(a)**, the positions will be deemed casual vacancies under **clause 17.1**.

- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Board.
- (d) Voting shall be conducted in such a manner and by such a method as determined by the Board from time to time.

15.4 Term of Appointment for Elected Directors

- (a) Directors elected under **clause 15** shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of Directors, elected Directors shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the second annual general meeting following.

16. APPOINTED DIRECTORS

16.1 Appointment of Directors

The elected Directors may appoint up to two (2) appointed Directors.

The NBTA Appointments should be.

- The “**NBTA - Child Protection Officer/Member Protection Officer**”
- and a
- **A Port Stephens Sports council /Delegate**

16.2 Qualifications for Appointed Directors

The appointed Directors may have specific skills in child protection, commerce, finance, marketing, law or business generally or such other skills which complement the Board composition. They do not need to be Members.

16.3 Term of Appointment

- (a) Appointed directors may be appointed by the elected directors under this Constitution annually, which shall commence from the first Board meeting after the annual general meeting until after the conclusion of the first annual general meeting that follows.

17. VACANCIES ON THE BOARD

17.1 Casual Vacancies

In the case of Casual Vacancies, the Board shall appoint a member of the Association to fill the vacancy, and the member so appointed shall hold office until the commencement of the next Annual General Meeting. Such appointments are to be reported to the following General Committee Meeting.

17.2 Grounds for Termination of Director

In addition to the circumstances in which the office of a director becomes vacant by virtue of the Act, the office of a director becomes vacant if the Director:

- (a) dies

- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health
- (d) resigns his office in writing to the Club
- (e) is absent without the consent of the Board from meetings of the Board held during a period of six months
- (f) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest
- (g) in the opinion of the Board (but subject always to this Constitution):
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club
 - (ii) has brought the Club into disrepute
- (h) is removed by Special Resolution; or
- (i) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth.)*.

17.3 Board May Act

In the event of a casual vacancy or vacancies in the office of a director or Directors, the remaining Directors may act. However, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Director to a number sufficient to constitute a quorum.

18. MEETINGS OF THE BOARD

18.1 Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit. A director may at any time convene a meeting of the Board within reasonable time.

18.2 Decisions of Board (Committee)

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of directors shall for all purposes be deemed a determination of the Board. Meeting may occur via technology for example via zoom or teams. All directors shall have one vote on any question. Where voting is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.

18.3 Resolutions Not in Meeting

- (a) A resolution in writing that has been signed (including electronic verification of authenticity) or assented to by email to the registered secretary email address. by all the directors for the time being present in Australia shall be as valid and

effectual as if it had been passed at a meeting of directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the directors. The Board shall document and approve further details of electronic approvals through the Regulations.

- (b) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Board may be held where one or more of the directors is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication.
 - (ii) Notice of the meeting is given to all the directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board or this Constitution. The notice will specify that directors are not required to be present in person.
 - (iii) If a failure in communications prevents **clause 18.3(b)(i)** from being satisfied by the number of directors which constitutes a quorum, and none of such directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 18.3(b)(i)** is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.
 - (iv) Any meeting held where one or more of the directors is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a director is there present. If no director is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

18.4 Quorum

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is five (5).

18.5 Notice of Board Meetings (General meetings)

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than seven (7) days written notice of the meeting of the Board shall be given to each Director. The agenda shall be forwarded to each Director not less than two (2) days prior to such meeting.

- (a) All Meetings will be held in accordance with this Constitution and the act
- (b) Members will be notified of general meetings via social media and web page.

18.6 Chairperson

The chairperson shall be the President of the Club and will act as chair of any Board meeting or General Meetings at which he is present. If the chairperson is not present or is unwilling or unable to preside at a Board meeting the remaining Directors shall appoint another Director to preside as chair for that meeting only.

18.7 Conflict of Interest

A Director shall declare his interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He/she shall, unless otherwise determined by the Board, absent himself from discussions of such matters and shall not be

entitled to vote in respect of such matters. If the director casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a director to absent himself/herself from discussions and refrain from voting, the issue should be immediately determined by vote of the Board. If this is not possible, the matter shall be adjourned or deferred.

18.8 Disclosure of Interests

- (a) The nature of the interest of a director must be declared at the meeting of the Board at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Board at the next meeting of the Board. If a director becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Board held after the director becomes interested.
- (b) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

18.9 General Disclosure

A general notice stating that a director is a member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under **clause 18.8**. After the distribution of the general notice, it is not necessary for the director to give a special notice regarding any particular transaction with that firm or company.

18.10 Recording Disclosures

Any declaration made, any disclosure or any general notice given by a director in accordance with **clauses 18.7, 18.8** and/or **18.9** must be recorded in the minutes of the relevant meeting.

19. DELEGATIONS

19.1 Board May Delegate Functions

The Board may, by instrument in writing, create, establish or appoint special committees, Individual officers and consultants to carry out specific duties and functions. This includes the establishment of the NBTA Management Committee.

It will determine what powers these committees are given. In exercising its power under this clause, the Board must consider broad stakeholder involvement.

The Members of the NBTA Management Committee must comply with the membership clause of the Constitution. The Membership of the Management Committee will have delegated powers as specified within this Constitution and the Regulation. The Regulation will also detail reporting processes for Management Committee functions to responsible Board members. The Management Committee will comprise members detailed within the Regulation.

The members of the Board and the NBTA Management Committee will combine to form the NBTA Working Committee, which will oversee the efficient day-to-day operation of the Association. All sub-committees and active members will also be included in the working committee and will be invited to attend Working Committee meetings.

19.2 Delegation by Instrument

In the establishing instrument (refer Regulation), the Board may delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and

- (b) a function imposed on the Board or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

19.3 Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

19.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under **clause 18**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Board.

19.5 Delegation May Be Conditional

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

19.6 Revocation of Delegation

At any time, the Board may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

20. ANNUAL GENERAL MEETING (AGM)

- (a) The Club's annual general meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Board.
- (b) The Association shall hold an Annual General Meeting of the General Committee within six (6) months of the end of financial year, in accordance with the Incorporations act. The date and venue will be decided by the Executive Committee.
- (c) Not less than thirty (30) days notice must be given by advertisement to members specifying time and place of meeting.
- (d) The Annual General Meeting shall be prior to the S.S.O Annual General Meeting. The AGM will include committee members reports on the operations of the club in the previous financial year. Including reports from Park touch coordinator, Rep Coordinator, Treasurer, President.
- (e) Nominations for any life members.
- (f) Changes to constitution in line with the act and constitution.
- (g) Election of Board (Committee members)
- (h) Receive and consider the audited financial statement in line with the act.

21. SPECIAL MEETINGS

21.1 Special Meetings May be Held

The Board may, whenever it thinks fit, convene a special meeting. When, but for this clause, more than fifteen months elapses between annual general meetings, the Board shall convene a special meeting before the expiration of that period.

21.2 Requisition of Special Meetings

- (a) The secretary will convene a special meeting when five per cent of Members (no less) submit a requisition in writing.
- (b) The requisition for a special general shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a special meeting to be held one month after the date in which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a special meeting to be held no later than three months after that date.
- (d) A special meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Board.

22. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Life Member and Individual Member entitled to receive notice. Notice shall be provided through advertising through the normal club means (refer Regulation). The auditor and Directors shall also be entitled to receive notice of every General Meeting. This will be sent to the auditor's last known address. No other person shall be entitled, as of right, to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (c) At least 7 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from Members entitled to vote.
- (d) Notice of every general meeting shall be given in the manner authorised in **clause 36**.

23. BUSINESS

- (a) The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Board and auditors, the election of directors under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a general meeting and at an annual general meeting, with the exception of those matters set down in **clause 23(a)**, shall be special business.
- (c) No business other than that stated on the notice for a general meeting shall be transacted at that meeting.

24. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a general meeting. All notices of motion must be submitted in writing to the Club no less than thirty-five days (excluding receiving date and meeting date) prior to the general meeting.

25. PROCEEDINGS AT GENERAL MEETINGS

25.1 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be minimum of 7 active members eligible voting Members.

25.2 Chairperson to Preside

The chairperson (generally the NBTA President) of the Board shall, subject to this Constitution, preside as chair at every general meeting except:

- (a) in relation to any election for which the chairperson is a nominee; or
- (b) where a conflict of interest exists.
- (c) The Association shall have the power to admit visitors to, or exclude them from, a meeting and any visitor may, on the invitation of the Chairperson and with the consent of the majority of members present, address the meeting, but no visitor will have the right to vote.

If the chairperson is not present, or is unwilling or unable to preside, the delegates present shall appoint another director to preside as chairperson for that meeting only.

25.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so, directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 25.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

25.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of the Members.

25.5 Recording of Determinations

Unless a poll is demanded under **clause 25.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's book of proceedings.

25.6 Where Poll Demanded

If a poll is duly demanded under **clause 25.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

26. VOTING AT GENERAL MEETINGS

26.1 Members Entitled to Vote

Each Individual Member shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

26.2 Chairperson May Exercise Casting Vote

Where voting at General Meetings is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote the motion will be lost.

26.3 Proxy Voting

Proxy voting shall not be permitted at all General Meetings.

26.4 Postal Voting

Electronic voting may occur via email to the registered secretary email address.

27. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by the SSO in accordance with the procedures determined by the SSO from time to time.
- (d) The Board may prescribe additional grievance procedures in the Regulations.

28. RECORDS AND ACCOUNTS

28.1 Records

The Club shall establish and maintain proper records and minutes concerning all its transactions, business, meetings and dealings (including those of the Club and the Board). It shall produce these as appropriate at each Board or general meeting.

28.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary.

28.3 Board to Submit Accounts

The Board shall submit the Club's statements of account to the Members at the annual general meeting in accordance with this Constitution and the Act.

28.4 Accounts Conclusive

The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

28.5 Accounts to be Sent to Members

The Secretary shall cause to be made available to all persons entitled to receive notice of annual general meetings in accordance with this Constitution, a copy of the statements of account, the Board's report, the auditor's report and every other document required under the Act (if any) as requested.

28.6 Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised directors or in such other manner as the Board determines.

29. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Club in a general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Club in a general meeting.
- (b) The accounts of the Club shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each calendar year.

30. INCOME

30.1 Income and property of the Association shall be derived from such sources as the Board determines from time to time.

30.2 The income and property of the Club shall be applied solely towards the promotion of the Objects.

30.3 Except as prescribed in this Constitution or the Act:

- (a) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Club.

30.4 Payment in good faith of or to any Member can be made for:

- (a) any services rendered to the Club whether as an employee, director or otherwise
- (b) goods supplied to the Club in the ordinary and usual course of operation
- (c) interest on money borrowed from any Member
- (d) rent for premises demised or let by any Member to the Club; or
- (e) any out-of-pocket expenses incurred by a member on behalf of the Club.

Nothing in **clauses 30.2 or 30.3** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

31. WINDING UP

- (a) Subject to this Constitution the Club may be wound up in accordance with the Act.
- (b) The liability of the Members of the Club is limited.
- (c) Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club, such an amount not exceeding one dollar (\$1.00).

32. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

33. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

34. REGULATIONS

34.1 The NBTA Regulations is identified as the "NBTA - Operations Manual" and the associated Appendices.

34.2 Board to Formulate Regulations

The Board may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and Touch in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Board.

34.3 Regulations Binding

All Regulations are binding on the Club and all Members.

34.4 Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (if such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

34.5 Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of information bulletins approved by the Board and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

35. STATUS AND COMPLIANCE OF CLUB

35.1 Recognition of Club

The Club is a member of the regional and/or state bodies for Touch and is recognised by those bodies as the entity responsible for the delivery of Touch in the local area and is subject to compliance with this Constitution. The regional and/or state bodies' Constitutions shall continue to be so recognised and shall administer Touch in the local area in accordance with the Objects.

35.2 Constitution of the Club

This Constitution will clearly reflect the Objects of the region and state bodies for Touch and will conform to the Constitutions of those bodies, subject always to the Act.

35.3 Region and SSO

The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

36. NOTICE

- (a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. Notices may occur via social media, email or web page.
- (b) Where a notice is made available to members via the Club's website the notice shall be deemed to be effected the next business day after it was uploaded.

37. INDEMNITY

- (a) Every director and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as director or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.

- (b) The Club shall indemnify its directors and employees against all damages and losses (including legal costs) for which any such director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - (i) in the case of a director, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.