

# Constitution and Rules of Lane Cove Rugby Union 100 Club

An unincorporated association

## Mission

The Mission of the 100 Club is to enable current and former Lane Cove rugby union club players and supporters come together to provide financial and other support for the development and enjoyment of rugby in Lane Cove.

## 1. Definitions

1.1 **Annual Member:** means a person who has paid the annual 100 Club membership fee of \$100 for that year.

**committee** and **committee member(s)** means the **Club's committee** of management and the members of that **committee** of management respectively (see rule 12.2).

**purposes** means the purposes and objects of the **association** as described in rule 4.1.

## 2. Preliminary

2.1 The **Club** means Lane Cove Rugby Union 100 Club and is unincorporated and "not for profit".

2.2 These rules are intended to govern the activities of the **Club** and be implemented by its Committee on behalf of its **Annual Members**.

2.3 All **Annual Member** are welcome to review the financial records, attend the Committee meetings and provide feedback/ input on current and/or future projects or activities.

## 3. Alteration of rules

3.1 These rules may be changed, added to, or replaced by the Committee providing such amendment does not cause the association to no longer comply with its Mission or Purpose.

## 4. Purposes and not-for-profit status

- 4.1 The **Club** shall provide funding to and work collaborately with the Lane Cove Rugby Union Club Inc. and any other relevant rugby club(s) for the following purposes:
- a. to promote the game of rugby and its enjoyment in the Lane Cove District.
  - b. to foster and encourage sportsmanship and fellowship among current and former Lane Cove rugby club players.
  - c. to build the rugby playing group at all levels .
  - d. to support the maintenance of the appropriate playing standards and social fabric of the Lane Cove Rugby Union rugby club recognising these as essential characteristics of a successful suburban Rugby Club.
- 4.2 The **Club** may do all other things that help it to achieve these **purposes**, providing that the income and assets of the association are only used for the Purposes.
- 4.3 The **Club** must not distribute any income or assets, directly or indirectly, to its **Annual Members or Committee Members**. However the Club may:
- a) pay an **Annual Member** or **Committee member** for goods or services they have provided or expenses they have properly incurred, or
  - b) make a payment or providing a benefit to an **Annual Member** or their family in carrying out the **Club's purpose(s)** including a welfare payment or benefit.

## 5. Funds and assets

- 5.1 The **committee** shall open a bank account in the name of the 100 Club with a suitable bank.
- 5.2 The Committee shall establish and maintain suitable policies about the holding and management of funds and assets on behalf of the **Club** and the initial policies are set out in schedule A attached hereto.
- 5.3 The **Club** can receive funding from Annual membership fees, donations, grants, fundraising, interest, and any other sources approved by the **committee** that are consistent with furthering the Club's purposes.

## 6. Financial year

- 6.1 The financial year of the **Club** is from 1<sup>st</sup> November to 31<sup>st</sup> October, unless the **committee** passes a resolution to change the financial year.

## 7. Record-keeping

- 7.1 The **Club** must make and keep written financial records that correctly record and explain the **Club's** transactions and financial position, and that these records are kept safe for an appropriate period.

## 8. Contracts

- 8.1 As an unincorporated **association**, the **Club** cannot enter into contracts in its own name but only in the collective names of the **committee**.

## 9. Annual Membership

- 9.1 The **committee** decides the process for receiving, approving or rejecting annual membership applications.
- 9.2 The annual membership fee is \$100 ( Annual 100 Club Membership Fee) but the **committee** can set or change membership fees for annual members at its discretion.
- 9.3 Prior to the commencement of each financial year the Committee shall provide each current **Annual Member** with an appropriate membership renewal notification.
- 9.4 Anyone who supports the **purposes** can join the **Club** as an Annual Member for the forthcoming financial year upon the minimum payment of the Annual 100 Club Membership Fee and upon payment that person is regarded as a 100 Club member for that relevant year.
- 9.5 A person stops being an **Annual Member** at the end of the relevant financial year or if they die.

## 10. Register of annual members

- 10.1 The **Club** shall maintain a register of Annual Members incorporating the Members' names and contact details such as an email address.

## 11. Members' access to documents

- 11.1 The Committee shall ensure that the **Club** has a website page and that this provides the rules of the **association** and other relevant information.

## 12. The committee.

- 12.1 The **Club** is governed by the **committee** . The role of the **committee** is to ensure that the **Club** is responsibly managed and pursues its **purposes**.
- 12.2 The **committee** is made up of a minimum of three **committee** members and the founding committee members are Mr Cliff Harvey, Mr Robert Sinclair and Mr Geoff Kinghorn.
- 12.3 The **committee** may appoint and remove **committee** members to and from any positions and decide their responsibilities in those roles.
- 12.4 To be eligible to be a **committee** member, a person must be an **Annual Member** and have given their consent.
- 12.5 A **committee** member stops being on the **committee** if they i) resign, by writing to the **committee** ,ii) stop being an **Annual Member** of the **association** or iii) they die.

## 13. Duties and Powers of the committee

- 13.1 **The committee:**
  - (a) is to control and manage the affairs of the **Club**.

(b) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the **Club**

(c) may open and maintain bank accounts and to make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, cheques, and other negotiable or transferable instruments and complete all authorisations and documents relating thereto.

(d) the **committee** is responsible for making sure that accurate minutes of **committee** meetings are made and kept

#### **14. Committee meetings**

14.1 The **committee** can decide how often it meets, and the way in which it meets, including by circular resolution or by allowing **committee** members to attend through online meeting technology, so long as it allows everyone to communicate.

14.2 A resolution is passed if more than half of the **committee** members vote in favour of the resolution. A majority of **committee** members constitutes a quorum.

#### **Winding Up.**

15.1 The **Club** can be wound up by its Committee upon the general endorsement of the **Annual Members**.

15.2 If the **Club** is wound up, after it has paid all debts and other liabilities (including the costs of winding up), any remaining assets:

a) must not be distributed to the **Annual Members** or former **Annual Members** of the **Club**, and

b) is to be transferred to the Lane Cove Junior Rugby Club or such another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

**Schedule A**

#### **Policies**

##### **1. Funds - management**

(a) All money received by the **Club** must be deposited as soon as practicable and without deduction to the credit of the **Club's** bank account.

(b) The **Club** shall upon receiving any money issue an appropriate receipt.

(c) The funds of the **Club** are to be used solely in pursuance of the objects of the association in the manner that the committee determines.

(d) All written cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

(e) All payments, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments executed online or otherwise through internet banking may be signed by 1 authorised signatory or otherwise in accordance with the bank's requirements.

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