



***STATEMENT OF OBJECTS
AND RULES
OF THE
AUSTRALIAN CAPITAL TERRITORY
RUGBY REFEREES' ASSOCIATION
INCORPORATED***

Adopted at the AGM of the Association on 16 November 2015

In effect by Notice lodged with the Registrar – General on 16th December 2015

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**ASSOCIATIONS INCORPORATION ACT 1991
INCORPORATED ASSOCIATION**

**STATEMENT OF OBJECTS AND RULES
OF THE
AUSTRALIAN CAPITAL TERRITORY RUGBY REFEREES' ASSOCIATION
INCORPORATED**

1. PREAMBLE

The Statement of Objects and Rules of the Australian Capital Territory Rugby Referees Association Incorporated has evolved since the commencement of the Association.

The Statement of Objects and Rules sets out the processes for the administration of the Association including the objects and rules of the Association and the democratic processes on which the Association leadership is elected.

The Statement of Objects and Rules recognises that the Association is an amateur organisation, which conducts itself in a professional manner. The Association aspires to create the opportunity for all its Members to officiate in the game of rugby within the ACT region at a level appropriate to the skill of the member and commensurate with the requirements of the match to which the member is appointed. The Association also aspires to create the opportunity for advancement of its Members within the local competition and more broadly within the Australian Rugby community.

All Members are asked to observe this Statement of Objects and Rules as an effective and contemporary means of administering the Association.

2. NAME OF THE ASSOCIATION

The name of the Association is the Australian Capital Territory Rugby Referees' Association Incorporated.

3. **DICTIONARY**

In this Statement of Objects and Rules:

- a. "Act" means the Associations Incorporation Act 1991 as amended.
- b. "Union" means the Australian Capital Territory & Southern New South Wales Rugby Union Limited.
- c. "ARU" means the Australian Rugby Union Limited.
- d. "Association" means the Australian Capital Territory Rugby Referees' Association Incorporated.
- e. "CGAC" means Coaching, Grading and Appointments Committee.
- f. "Code of Conduct" means the Code of Conduct as promulgated from time to time by the ARU.
- g. "Executive Committee" means the Executive Committee as constituted pursuant to the Rules.
- h. "Laws of the Game" means the laws from time to time in force for the playing and conduct of Rugby Union matches in Australia as promulgated by the World Rugby and adopted by the ARU.
- i. "Match Official" means any person duly accredited for appointment to officiate at Rugby Union matches and includes referee, assistant referee, touch judge, reserve referee, reserve touch judge, any other official appointed to assist the referee in the management of a match, an official to assist the referee in making decisions by the use of technological devices, referee coach, referee assessor and referee selector.
- j. "Member" means a member of the Association.
- k. "Model Rules" means the Model Rules contained in the Schedule to the Regulations made under the Act.
- l. "Objects" means the Objects of the Association set out in this Statement of Objects and Rules.
- m. "Office Bearer" means a Member who is elected as an office bearer pursuant to the Rules.
- n. "Operations Report" means the report on the operations of the Association as required under the Rules.

- o. "ACT" means Australian Capital Territory.
- p. "Rules" means the Rules of the Association set out in this Statement of Objects and Rules.
- q. "Season" means anytime during the calendar year that the Union schedules matches.
- r. "World Rugby" means the he association of Unions and/or Associations, in membership of World Rugby in accordance with the Bye-Laws of World Rugby, formerly known as International Rugby Board.

4. OBJECTS

The Objects of the Association are:

- a. To foster and develop match officials and officiating in the game of Rugby Union within the jurisdiction of the Union.
- b. To support and assist the Union in the achievement of its aspirations and goals.

5. POWERS

The Association has the power to do all such acts, matters and things as are or may appear to the Association to be incidental or conducive to the attainment of the Objects.

6. MEMBERS

Members shall be those persons:

- a. whose applications for Membership of the Association have been accepted;
- b. who have paid or have been deemed by the Rules or by the Association to have paid their subscription; and
- c. who meet all the requirements outlined in this Statement of Objects and Rules.

7. LIFE MEMBERS

The Association may elect Life Members. Life Membership may be accorded to any Member who has rendered distinguished service to the Association and who is elected by the Members at an Annual General Meeting in the following manner:

A member may be nominated for Life Membership by any other two Members. Nominations shall be in writing and shall be addressed to the Executive Committee. The Executive Committee shall consider the nomination as soon as possible after receipt. If the Executive Committee agrees to accept the nomination by a majority of three quarters of those entitled to vote, the nomination shall be put to the next Annual General Meeting of the Association.

The Members shall consider the nomination put to them by the Executive Committee and shall vote on the nomination as provided in the Rules. For a nomination to be successful it must be passed by at least three-quarters of the votes of those Members present in person and entitled to vote.

A Life Member shall be deemed to have paid the annual subscription and shall be entitled to attend and vote at meetings of the Association and may be elected to any position in the Association.

8. DISCIPLINING OF MEMBERS AND APPEALS

Rules 9 and 10 of the Model Rules are hereby adopted and shall apply to the disciplining of Members and to the right of appeal of a disciplined Member. For the purposes of this Rule the committee referred to in Rules 8 and 9 of the Model Rules means the Executive Committee. The exercise of any powers or any proceedings taken pursuant to this Rule shall be in accordance with Section 50 of the Act.

9. RIGHTS OF MEMBERS & CESSATION OF MEMBERSHIP

Only those Members who have paid or who are deemed to have paid their annual subscription shall have the right to vote at meetings of the Association. Any Member whose subscription is in arrears is not entitled to exercise any of the rights and privileges of Membership of the Association and any person whose subscription is more than twelve months in arrears shall cease to be a Member.

10. DUTIES OF MEMBERS

It shall be the duty of Members:

- d. to act in pursuance of the Objects.
- e. to abide by the Rules.
- f. to officiate at matches to which they have been appointed after having notified their availability unless prevented by illness or some other reasonable cause in accordance with the Laws of the Game and any authorized game management directions.
- g. to abide by the Code of Conduct; and
- h. to abide by any law or legislation applicable, directly or incidental, to carrying out any of the duties listed in this Rule 10.

11. REGISTER OF MEMBERS

The Association shall maintain a Register of Members in accordance with the Act.

12. ANNUAL SUBSCRIPTION

The annual subscription payable by Members shall be voted on at the Annual General Meeting preceding the season in which the annual subscription is payable.

If a vote on the proposed amendment to the annual subscription payable by Members is not carried in the positive then the annual subscription shall remain unchanged.

The annual subscription is payable upon registration with the Association, but in any event is payable before 31 March in each year and if not paid by that date it is deemed to be in arrears.

13. REGISTRATION

Registration with the Association shall be undertaken in accordance with the process nominated by the Executive.

The annual period for a Membership shall run from 1 January to 31 December in any given year.

14. OFFICE BEARERS

The office bearers of the Association will be as follows:

- a. President.
- b. Vice President.
- c. Secretary.
- d. Assistant Secretary.
- e. Treasurer.

15. ELECTION OF OFFICE BEARERS

Office Bearers shall be elected as follows:

- a. Prior to the Annual General Meeting the Secretary shall call for written nominations for all full office bearer positions.
- b. Written nominations for full office bearer positions shall be in the form prescribed by the Executive Committee and must be delivered to the Secretary by the date specified by the Secretary in the notice issued under Rule 15(a) to the Annual General Meeting.
- c. Notwithstanding paragraph 15(b) nominations for any office bearer position may be accepted from the floor at the Annual General Meeting.
- d. A nominated member must agree to stand prior to the vote proceeding.

- e. Voting for a contested position must be by secret ballot.

In the event of an office bearer position remaining unfilled at the Annual General Meeting or becoming vacant, the Executive Committee may fill such position. The Executive Committee shall notify Members of any such appointment within 14 days. Such appointment is then subject to being confirmed by the Members at the next following General Meeting.

16. PATRON

There shall be a Patron of the Association who shall be elected at the Annual General Meeting of the Association and who shall hold office until the following Annual General Meeting.

17. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following Office Bearers:

- a. President.
- b. Vice President.
- c. Secretary.
- d. Assistant Secretary.
- e. Treasurer.

18. POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee may exercise all the powers of the Association and may do any act or thing, which the Association is by the Act and the Rules empowered to do. Decisions of the Executive Committee are final unless such decisions are overruled at a General Meeting or Special General Meeting.

19. FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall direct and manage the affairs of the Association in order to achieve the Objects.

In doing so the Executive Committee shall:

- a. Keep itself informed about Association operations and Union, ARU and World Rugby officiating requirements and trends.
- b. Provide prompt and effective communications with all Members, interested bodies and persons.
- c. Provide a supportive, trusting, rewarding, enjoyable and collegial environment for

Members.

- d. Provide and implement structures, policies and processes that are accountable to the Members to guide the operation of the Association.
- e. Maintain an Operations Manual detailing current structures, policies and process.
- f. Maintain and keep such records as may be prescribed.
- g. Operate in accordance with the requirements of law of the ACT and in particular the Act.
- h. Provide an Operations Report as soon as practicable after each Executive Committee meeting. The Operations Report shall be presented to Members at a General Meeting or if no General Meeting is held during the month by Notice to Members. The Operations Report shall be in writing and shall detail the operations of the Association in the following matters:
 - i. Financial;
 - ii. Correspondence;
 - iii. Matters finalized;
 - iv. Matters in progress.
- i. The Executive Committee may appoint subcommittees or individual persons to carry out all or any of its functions.

20. DUTIES OF EACH MEMBER OF THE EXECUTIVE COMMITTEE

The duties of the Members of the Executive Committee are as follows;

- a. The President shall:
 - i. Lead the Association.
 - ii. Protect the good name of the Association;
 - iii. Represent the Association amongst the Rugby and the wider community;
 - iv. Act as the spokesman for the Association when required;
 - v. Guide the affairs and actions of the Association;
 - vi. Take the chair at all general meetings of the Association;
 - vii. Exercise control over meetings of the Association to ensure that the Rules are adhered to and to guide any discussions towards fruitful conclusions;

- viii. Keep in touch with Members of the Executive and the Members;
 - ix. Keep informed about the business of the Association;
 - x. Act as the delegate to the Union;
 - xi. Ensure that all Members of the Executive Committee carry out their duties.
 - xii. Not hold the position of Chairman Coaching, Grading and Appointments Committee.
- b. The Vice President shall:
- i. Carry out the President's duties in the absence of the President;
 - ii. Be responsible for liaison with the general rugby community;
 - iii. Perform such other duties as requested by the Executive Committee.
 - iv. Perform the duties of the Member Protection Officer as per the ARU's Member Protection Policy.
- c. The Secretary shall be responsible for the day to day operations of the Association and in particular shall:
- i. Receive and answer correspondence;
 - ii. Convene meetings of the Executive Committee;
 - iii. Maintain the records of the Association;
 - iv. Advise Members of meetings and social functions;
- d. The Assistant Secretary shall:
- i. Assist the Secretary in the carrying out of the Secretary's duties;
 - ii. Carry out the Secretary's duties in the absence of the Secretary;
 - iii. Record the minutes of all meetings of the Association and the Executive Committee.
 - iv. Maintain the Association website
 - v. Present the Operations Report to the Association
- e. The Treasurer shall:
- i. Manage the financial affairs of the Association and keep such books of the accounts as directed by the Executive Committee in accordance with the requirements of the Act;
 - ii. Draw any cheques, bills of exchange and other negotiable or transferable instruments on behalf of the Association.

21. EXECUTIVE COMMITTEE MEETINGS

- a. The Executive Committee shall meet regularly during the season.
- b. The President shall take the chair at all meetings of the Executive Committee. In the absence of the President, the Vice President shall take the chair. If the Vice President is also absent those Members present shall elect a member from amongst them to chair the meeting.
- c. Three Members of the Executive Committee shall be a quorum.
- d. The President or the other member in the chair for the time being shall have a deliberative vote as well as a casting vote at meetings of the Executive Committee.
- e. The Executive Committee shall keep minutes of all its meetings.
- f. Any member of the Executive Committee who fails to attend three consecutive meetings, of which reasonable notice has been given without having obtained leave of absence, shall be liable to have his or her position on the Executive Committee withdrawn, in which case the Executive Committee may fill the casual vacancy so arising in accordance with the Rules.

22. PUBLIC OFFICER

The Association shall comply with the requirements of the Act in relation to the appointment of a Public Officer.

23. ACCOUNTS, AUDIT AND ANNUAL RETURNS

The Association shall comply with the provisions of the Act as regards the keeping of accounting records, audit and annual returns.

For these purposes the financial year of the Association shall end on 30 September.

The Association shall appoint an honorary Auditor to audit the Association accounts.

24. COACHING, GRADING AND APPOINTING

- a. The Association shall establish a standing committee called the Coaching, Grading and Appointments Committee. The Committee will be responsible to the Executive Committee to assist Members to officiate to the best of the individual Member's abilities and ambitions.
- b. The Committee shall be comprised of the following positions:
 - i. Chairman of the CGAC;
 - ii. Junior Appointments and Grading Coordinator; and

- iii. Referee Coaching and Development Coordinator;
- c. The positions of Chairman (also appointed as the Senior Appointments and Grading Coordinator), Junior Appointments and Grading Coordinator and the Referee Coaching and Development Coordinator shall be appointed by the President in consultation with the Executive Committee. The Executive also has the authority to remove appointees who fail to perform their duties. The positions of the CGAC may be announced at the AGM, or as soon as practicable following the Annual General Meeting but in any event, no later than 60 days following the Annual General Meeting.
- d. In the event of a CGAC position remaining unfilled or becoming vacant, the Executive Committee shall fill such a position. The Executive Committee shall notify Members of any such appointment.
- e. The roles and responsibilities of these appointed positions shall be detailed and maintained within the Operations Manual. These roles and responsibilities shall be reviewed at the discretion of the Executive in consultation with previous and/or current personnel appointed to these positions.
- f. Members shall be coached, developed, assessed and graded in order to fulfil the Union's on-going match appointment requirements.
- g. The Association shall hold a regular program of meetings and seminars each year to provide for the continuing education and development of Match Officials.

25. ACCREDITATION OF MATCH OFFICIALS

The accreditation of Match Officials shall be in accordance with the standards and procedures as promulgated from time to time by the ARU.

26. INTERFACE WITH THE UNION

The Union provides developmental and administrative resources to assist and support the Association in achieving its Objects. The Association shall work closely with the Union, particularly in the areas of development, appointment and administration of Match Officials.

27. MEETINGS

The meetings of the Association shall be as follows:

- a. General Meetings:
 - i. There shall be two General Meetings held in each year. The first to be held prior to the commencement of the junior season. The second to be held in November which shall

- be the Annual General Meeting;
 - ii. The quorum for a General Meeting shall be not less than 12 Members;
 - iii. At least ten days notice of a General Meeting shall be given to Members.
- b. Annual General Meeting:
- i. At least ten days notice of the Annual General Meeting shall be given to Members;
 - ii. The Annual Report on the activities of the Association shall be presented to the Members at the Annual General Meeting. The Annual Report shall contain reports from the President, Treasurer, Chairman of the CGAC and any other Office Bearer, person or body whom the Executive Committee considers appropriate. The Annual Report shall also contain details of the Office Bearers, award recipients and statistical reports on the activities of Members. A copy of the Annual Report shall be sent to Members either with the notice of the meeting, or by presentation at the meeting.
 - iii. The quorum for an Annual General Meeting shall not be less than 12 Members.
 - iv. The order of business at an Annual General Meeting shall be as follows:
 - a. Apologies for absence;
 - b. Minutes of the previous Annual General Meeting;
 - c. Receiving the Annual Report;
 - d. Annual Subscription for the following year;
 - e. Election of Patron and Office Bearers;
 - f. Announcement of CGAC Appointments (subject to Rule 24(c)); and
 - g. Any other business.
- c. Special General Meeting:
- i. A Special General Meeting may be convened at any time by the Secretary upon direction from the Executive Committee or upon receipt by the Secretary of a request in writing signed by at least five Members. Any such request shall set out clearly the motion or motions which it is proposed should be put to the Special General Meeting;
 - ii. Except in the case of a proposal to alter the Statement of Objects and Rules, at least ten days notice of a Special General Meeting shall be given to Members. The notice shall specify the business to be discussed at that meeting and no other business shall be discussed;

iii. The quorum for a Special General Meeting shall be not less than 12 Members.

28. VOTING AT MEETINGS

Except as otherwise provided in the Rules, voting at meetings of the Association shall be by a show of hands and any valid proxy votes.

A simple majority will be sufficient to pass any resolution except a special resolution. A secret ballot shall be conducted if requested at the meeting by not less than five Members.

Any resolution which is required by the Act or the Rules to be a special resolution, as defined in the Act, must be passed in accordance with the requirements of the Act.

Proxies submitted for any vote must be on the approved ACTRRA proxy form, set out in Appendix A of these Objects and Rules, and follow the prescribed procedure for Proxy Votes as detailed in these Objects and Rules. A member attending a meeting may carry a maximum of 5 valid proxy votes, and these proxies may only be from current Association members as defined in Rule 6.

Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed. The notice appointing the proxy must be in the form set out in Appendix A of these Objects and Rules.

29. NOTICE

Any notice required to be given under the Rules or the Act may be given in writing or given using any technology or combination of writing or any technology, which enables the Association to give such notice. The accidental omission to give any member or Members notice of a meeting shall not invalidate such meeting.

30. ALTERATION OF STATEMENT OF OBJECTS AND RULES

The Statement of Objects and Rules may not be altered except in accordance with the Act. As soon as practicable after the passing of a resolution altering the Objects or the Rules the Secretary shall forward to all Members notice of the alteration and all copies of the Objects and Rules issued to Members thereafter shall embody the alteration and the date thereof.

31. DISSOLUTION

In the event of dissolution of the Association all surplus property shall vest in the Union.

32. COMMON SEAL

The Common Seal of the Association shall be kept in the custody of the Secretary. The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the signatures of 2 Members of the Executive Committee shall attest the affixing of the Common Seal.

33. BADGE

The Association may design and authorise a badge which may be affixed to Association related uniforms, wearing apparel and equipment and exhibited on Association correspondence and publications.

34. SOLICITOR

The Executive may appoint an Honorary Solicitor.

35. AFFILIATIONS

The Association may enter into and or cancel affiliation agreements.

36. AWARDS

The Association shall hold an Annual Presentation Dinner to present awards to its Members.

37. SUB-RULES

The Executive Committee may make sub-rules not inconsistent with the Statement of Objects and Rules and prescribing matters:

- a. Required or permitted by the Act or the Rules to be prescribed.
- b. Necessary or convenient for carrying out or giving effect to the Rules.
- c. At least ten days notice shall be given to Members of the intention to make a sub-rule. This Notice shall include a copy of the proposed sub-rule together with a statement referring to the Rule or Rules for which the propose sub-rule is necessary or convenient to give effect.
- d. A sub-rule shall be made by a resolution of a simple majority of the Members of the Executive Committee present and voting at a meeting of the Executive Committee. Notwithstanding Rule 17c, the President or the person in the chair for the time being shall not have a casting vote on a resolution to make a sub-rule. In the event of a tied vote the proposed sub-rule shall not have been made.
- e. A sub-rule shall be in writing and certified by the signature of at least two Members of the Executive Committee as having been made by a resolution of the Executive Committee and the date thereof.

- f. A sub-rule shall not come into effect until notice is given to Members that the sub-rule has been made.
- g. Any sub-rule may be disallowed at a General Meeting by a simple majority of the Members present and entitled to vote. At least ten days written notice shall be given to Members of a motion for disallowance of a sub-rule.
- h. The Association shall maintain a record of all sub-rules.

38. ADDENDUM TO RULES – APPLICATION OF THE MODEL RULES

(Included as required by the Registrar -General's Office)

The Associations Incorporation Act 1991 provides that certain matters must be included in the rules of an incorporated association in order to comply with the Act.

The Act also provides that if any matters are not provided for in the rules of an incorporated association those rules are then taken to include the Model Rules prescribed under the Act in relation to those matters. The following Model Rules are therefore taken to be part of the Rules of the Association:

- a. Rule 8 – Members’ Liabilities – The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by Section 7.
- b. Rule 31 Funds – Source
 - i. (1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, Section 114, any other sources that the committee decides.
 - ii. (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association’s bank account.
 - iii. (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- c. Rule 32 Fund – Management
 - i. (1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.

- ii. (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.
- d. Rule 35 – Custody of Books – Subject to the Act, the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.
- e. Rule 36 – Inspection of Books – The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

Appendix

Form of appointment of proxy

I,

(full name)

of

(address)

a Member of Australian Capital Territory Rugby Referees Association appoint

.....

(full name of proxy)

of

(address)

a Member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on..... and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....

(Signature of member appointing proxy)

(*To be inserted if desired.)

Date

Note A proxy vote may not be given to a person who is not a member of the association.