



25 August 2010

## Special General Meeting & September General Meeting

Dear Members

I am writing to advise that there will be a Special General Meeting held with the September General Meeting of the Parramatta District Rugby League Referees' Association for 2010. The details are:

Date:	Thursday 2nd September 2010
Time:	Special General Meeting - 7:30pm General Meeting – at the conclusion of the SGM
Venue:	Wentworthville Memorial Bowling Club 26 Pritchard St West, Wentworthville

### Special General Meeting Agenda

1. Opening
2. Attendance & Apologies
3. Presentation of eight proposed amendments to the constitution
4. Close

### General Meeting Agenda

1. Opening
2. Attendance & Apologies
3. Minutes of the previous general meeting
4. Correspondence
5. Reports
  - a. President
  - b. Executive Officer
  - c. Director of Finance & Sponsorship
  - d. Director of Refereeing & Accreditation
  - e. Director of Recruitment & Retention
  - f. Director of Events & Functions
  - g. Training Co-Ordinator
  - h. NRAS Co-Ordinator
  - i. Delegate to NSWRLRA Inc
  - j. Delegate to PDJRL Inc
6. General Business
7. Close

Please find attached the Notice of Amendments to the Constitution. Members would have received the current constitution in October last year. If you require a copy, please contact me.

If you would like any information or to forward an apology, please contact me by phone or email.

Best Regards

Anthony Ellard  
Executive Officer



## NOTICE OF PROPOSED CONSTITUTIONAL CHANGES

On behalf of the executive, I present eight amendments to the Association's constitution which were endorsed by this committee at their August meeting for consideration.

Recent Changes to the Incorporated Associations' legislation has required some examination of the constitution of Parramatta Referees.

After examining the changes, the Executive have endorsed the following Amendments numbered One through to Seven to be put to a Special General Meeting to be held on Thursday 2<sup>nd</sup> September 2010.

The executive also endorsed another proposed constitutional change (Amendment Eight) which was a response to a question raised when the Constitution was initially altered in September 2009.

The General Meeting held on 5<sup>th</sup> August 2010 were presented the draft changes and agreed to hold a Special General Meeting to consider the eight amendments on this date.

If you have any questions, please do not hesitate to contact me on 0435 135 040 or by e-mail at [execofficer@parramattarefs.com](mailto:execofficer@parramattarefs.com).

Kind Regards

Anthony Ellard  
Executive Officer

24<sup>th</sup> August 2010

---

### Amendment One – Register of Members

*In order to comply with changes to the Incorporated Associations Act, it is necessary to insert rules relating to a Register of Members.*

**MOTION** – *To insert the following text as Section 2.7 of the constitution:*

#### 2.7. Register of members

- 2.7.1 The Executive Officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- 2.7.2 The register of members must be kept in New South Wales:
  - (a) At the association's official address.
- 2.7.3 The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- 2.7.4 A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.



## Parramatta District Rugby League Referees Association



- 2.7.5 If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- 2.7.6 A member must not use information about a person obtained from the register to contact or send material to the person, unless the contact has been agreed to prior by the executive.

---

### Amendment Two – Members' Liabilities

*In order to comply with changes to the Incorporated Associations Act, it is necessary to state the financial liabilities of members in the case the association becomes insolvent and winds up.*

MOTION – To insert the following text as Section 2.8 of the constitution:

#### 2.8. Members' liabilities

The liability of a member of the association 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 respect of membership of the association as required by 2.3 of the constitution.

---

### Amendment Three – Postal Voting

*In order to comply with changes to the Incorporated Associations Act, it is necessary to state the Association's position on Postal Voting procedures.*

*The Association may make a determination on any issue that could be determined by a postal ballot. The Executive recommends that at this stage not to pursue this capacity.*

*There are two proposed sections to add into the constitution outlined below. The first change deals with general motions. The second with constitutional changes. Note the sentence regarding polling of the members is to allow the executive to survey the members and use the outcomes of this survey as justification in supporting their motions.*

MOTION – To insert the following text as Section 4.10.7 of the constitution:

**4.10.7** Motions of the association may not be put to the members via a postal ballot. However it is permissible for the membership to be polled on any question, and the results of that poll used to support a motion for a matter in the Executive or at a General Meeting.

And to insert the following text as Section 6.2.8 of the constitution:

**6.2.8** A proposed constitutional change of the association may not be put to the members via a postal ballot.

---

### Amendment Four – Changes to Executive required under the Act

*In order to comply with changes to the Incorporated Associations Act, it is necessary make some minor changes to the Constitution regarding the executive.*

MOTION – To insert the following text as Section 3.1.1 (f) of the constitution:

- 3.1.1 (f) At least three members of the executive must be residents of Australia.

*To insert the following text as Section 3.5.4 of the constitution:*





## Parramatta District Rugby League Referees Association



3.5.4 The Executive Officer must be a resident of the state of New South Wales and retain this residency for the course of their term.

---

### Amendment Five – Add the Authorised Signatories Clause

*Changes to the Incorporated Associations Act have eliminated the need for the Common Seal, however it is necessary to add the Authorised Signatories clause.*

MOTION – To insert the following text as Section 6.3 of the constitution:

#### 6.3 AUTHORISED SIGNATORIES

Legal Documents that require specific signatories (other than payment of accounts) shall be signed by the Executive Officer, and counter signed by either the President or the Director of Finance & Sponsorship.

---

### Amendment Six – Financial Year

*The most significant change to the Incorporated Associations Act requires the Association's Financial Year to be specified in the constitution. This motion addresses this requirement.*

MOTION – To insert the following text as Section 5.5 of the constitution:

#### 5.5 Financial Year

5.5.1 The Financial Year of the Association shall end on the 15<sup>th</sup> of September.

---

### Amendment Seven – Date of the Annual General Meeting

*There is a further amendment that addresses the need for the AGM to be within 6 months of the end of the financial year. This amendment is included as the current provision shall be incorrect.*

MOTION – To amend section 4.2.1 of the constitution to read:

**4.2.1** The Annual General Meeting shall be held **within six (6) months of the end of the financial year**, and seven (7) days notice of the date and place of holding it shall be given by circular to every member. A copy of the Annual Report and Financial Statement, in the format that will be presented at the forthcoming Annual General Meeting, shall accompany this circular.

*Note: This section presently reads:*

**4.2.1** *The Annual General Meeting shall be held not later than the second week in March each year, and seven (7) days notice of the date and place of holding it shall be given by circular to every member. A copy of the Annual Report and Financial Statement, in the format that will be presented at the forthcoming Annual General Meeting, shall accompany this circular.*

---

### Amendment Eight – Change to the title of Assistant Secretary

*When the new constitution was endorsed in September last year, members expressed a desire to rename the Assistant Secretary to something more appropriate. This motion addresses this concern.*

MOTION – That all references to the “Assistant Secretary” within the constitution be replaced with “Executive Officer’s Assistant”.



PO Box 2524  
North Parramatta NSW 1750  
E-Mail: [execofficer@parramattarefs.com](mailto:execofficer@parramattarefs.com)  
Web: [www.parramattarefs.com](http://www.parramattarefs.com)  
Ph: 0435 135 040  
ABN: 22 759 274 835



MAJOR SPONSOR



Advertising · Marketing · Web

2010 Sponsors

