



Constitution, Regulations and Schedules of

Parramatta District Rugby League Referees' Association Inc

Adopted on 8th September 2009

Ammended on 2nd September 2010

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Constitution

Part 1 – Preliminary

1.1 Name

The Association shall be called the Parramatta District Rugby League Referees' Association Incorporated (hereinafter called "the Association").

1.2 Sections of the Constitution

1.2.1 This document is divided into three sections:

- (a) The Constitution
- (b) Regulations
- (c) Schedules

1.2.2 The Constitution is the ultimate rule of the Association.

1.2.3 The Regulations contain various rules and procedures needed for the good governance of the Association.

1.2.4 The Schedules provide the policy and guidelines for the day-to-day running of the Association.

1.3 Definitions

In this constitution:

Active Coach – A member who has declared they will be available for serving the coaching and development of Active Referees.

Active Referee – A member who has declared they will be available for appointment to games on a regular basis.

Casual Referee – A member who has declared they will be available for appointment to games on an ad hoc basis.

CMO – Coaching Match Officials qualification.

NRAS – National Refereeing Accreditation Scheme

NSWRL Ltd – New South Wales Rugby League Limited

NSWRLRA Inc – the New South Wales Rugby League Referees Association Incorporated

On League Business – means the person in question is not in attendance because they are attending another event, meeting or function related to Rugby League Refereeing.

Parramatta District – The region defined by NSWRL Ltd as being under the jurisdiction of the PDRL Club.

PDJRL Inc – Parramatta District Junior Rugby League Incorporated

PDRL Club – Parramatta District Rugby League Club Limited

Referee – Refers to a person who is or can be appointed to officiate as a Centre Referee or a Touch Judge, or any other official responsible for the control of the rules of the game.

1.4 Headquarters

The Headquarters of the Association shall be within the Parramatta Rugby League District.

1.5 Objective

The objects of the Association shall be to administer the laws of the game of Rugby League as approved by the NSWRL Ltd and all matters appertaining thereto and the social spirit thereof. Members shall officiate at all games played under the jurisdiction of the PDRL Club in the Parramatta District, and at all matches when appointed by the proper authority.

1.6 Affiliation

The Association shall affiliate with the NSWRLRA Inc. by paying the annual subscription and thus obtain the full privilege of a member at its meeting. When the two constitutions conflict, the constitution of the higher body, namely the NSWRLRA Inc, shall be adhered to.

1.7 Regulations

- 1.7.1 This Constitution will have Regulations attached. These regulations are a part of the Constitution and shall enjoy the same legal standing as the constitution.
- 1.7.2 The Regulations shall contain:
 - (a) The Code of Conduct
 - (b) Election Regulations
 - (c) Duty Statements for Officers
 - (d) Standing Orders
 - (e) Any other regulation the Association endorses from time-to-time
- 1.7.3 Regulations may be amended in accordance with Rule 6.2

1.8 Schedules

- 1.8.1 This Constitution shall have Schedules attached. These schedules are a part of the constitution and shall enjoy the same legal standing as the constitution.
- 1.8.2 The Schedules shall contain the By-Laws and Policies of the Association.
- 1.8.3 Schedules may be amended in accordance with Rule 6.2
- 1.8.4 At the first meeting after the Annual General Meeting, a Special General Meeting will be held. Officers shall propose to amend parts of the Schedules with new policies. If their changes are not endorsed, then the existing schedules remain in effect.

It shall be competent for the Officer to propose no change to existing policies.

Part 2 – Membership

2.1. Eligibility

To be eligible for membership of the Association a person must:

- 2.1.1** Be a holder of an NRAS Qualification (Levels 1 to 5) or a NSWRL Ltd. Referees' Certificate or equivalent and must produce evidence to the Association when seeking membership. A person accepted for Referees training is also eligible for membership of the Association during their probationary period;
- 2.1.2** Not be an active referee with any other Rugby League Referees' Association whilst actively refereeing in the Parramatta District;
- 2.1.3** Produce a clearance if previously a member of any other Rugby League Referees' Association;
- 2.1.4** Produce evidence of date of birth when applying, and
- 2.1.5** Pay the prescribed fee.
- 2.1.6** Present themselves to the Association for endorsement at a Meeting.

2.2 Member Type

All members will fit into one of the following criteria

- 2.2.1** Life Member
A member is a Life Member if:
 - (a) They are a member who has met the criteria under Section 2.4, and
 - (b) Has been endorsed by the Annual General Meeting to be promoted to Life Membership.
- 2.2.2** Active Member
A member is an active member if:
 - (a) They are an Active Referee or a Casual Referee, or
 - (b) They are a member of the Executive, or
 - (c) They are a member of a Committee or Sub-Committee of the Association, or
 - (d) They are a referee who has been graded by NSWRLRA Inc and is participating in a competition at that level or higher
- 2.2.3** Non-Active Member
A member is a Non-Active Member if:
 - (a) They have previously been an Active member and no longer meet the criteria for active membership.
- 2.2.4** Probationary Member
A member is a Probationary Member if:
 - (a) They are actively refereeing under the Association, and
 - (b) They are progressing through their training program, and

- (c) They have indicated they wish to complete their NRAS Level 1 program with the District, and
- (d) They will complete their qualification within eighteen months of joining the Association. A Probationary Member may apply through the Executive to have this period extended.

2.2.5 Honorary Members

A member is a Honorary Member where:

- (a) They have been endorsed by two-thirds majority of voting members at a General Meeting, or
- (b) They are a member of another Association and visiting the District in an agreement endorsed by the Executive.

2.2.6 Junior Member

A Junior Member is recognised under the appropriate criteria listed in 2.2.2, 2.2.3 or 2.2.4, however:

- (a) Is under the age of eighteen years, and
- (b) Is not eligible to hold an Executive or Committee Position, and
- (c) Owing to their age, may require special consideration under the Constitution.

2.3 Subscriptions

- 2.3.1** Each member shall pay an Annual Subscription to be determined at each Annual Meeting.
- 2.3.2** Life Members and Honorary Members shall be exempt from the Annual Subscription.
- 2.3.3** The Annual Subscription shall be paid in advance and any member not having paid the Annual Subscription by the 31st October each year shall be declared "unfinancial" and cannot maintain membership privileges until such Annual Subscription is paid. Should the Annual Subscription not be paid by 30th November that year, membership shall lapse.
- 2.3.4** A Member whose membership has lapsed may apply to the Executive to have their membership reinstated without requiring a General Meeting to re-admit them, providing the outstanding subscription is no more than 12 months overdue.
- 2.3.5** It is competent for the Association to obtain further financial assistance from the members, such additional funds may be used as the Association deems fit.

2.4 Life Membership

- 2.4.1** Life Membership is an honour that the Association may bestow on its members.

Life Members of the Association are entitled to all the privileges of the Association as enjoyed by the members and shall be presented with the Association Life Membership blazer.

- 2.4.2** Life Membership nominations will close at the last General Meeting of the Association before the Annual General Meeting. Nominees are to be proposed and seconded by financial members of the Association.

- 2.4.3** The Executive Officer shall forward to each nominated member a resume of their Association record for verification, who after receiving it, shall return it to the Executive Officer within seven days, to enable the Executive Committee to check the qualifications of the nominee. If the Executive Officer is a nominee, the [Executive Officer's Assistant](#) shall perform this task. If the [Executive Officer's Assistant](#) is also a nominee, the Executive shall appoint a person to complete this task.
- 2.4.4** The Executive shall consider the applications and prepare a recommendation for the Annual General Meeting.
- 2.4.5** A Life Member is elected by the Annual General Meeting each year and must obtain sixty percent (60%) of the votes cast in a secret ballot.
- 2.4.6** A nominee for Life Membership when a member of the Executive Committee, cannot or will not be permitted to remain present when the recommendations are considered.
- 2.4.7** A nominee for Life Membership must have completed ten (10) years of continuous financial membership (year of joining counting as the first year) and the accumulation of a minimum of one hundred and fifty (150) points derived from the following:

(a)	Each year of Membership	1 Point
(b)	Attendance at an Annual General Meeting, General Meeting or Special General Meeting	1 Point per meeting
(c)	Active Member	3 Points per season
(d)	Active in PDJRL Trial Fixtures	2 Points per season
(e)	Holding the position of President, Executive Officer, Director of Finance and Sponsorship or Director of Refereeing & Development	5 Points per term
(f)	Holding any other Executive Position	4 Points per term
(g)	Holding a Non-Executive Office Bearer's position	3 Points per term
(h)	Holding a Delegate's Position	2 Points per term
(i)	Holding a Committee, Sub-Committee, Alternate Delegate or Auditors position	1 Point per term

- 2.4.8** The following conditions apply to the points:
 (a) Where a Member is considered "On League Business", they will be eligible for points under Part 2.4.7 (b)
 (b) Where a member has completed part of the term, the points shall be split on a pro-rata basis.
- 2.4.9** The Executive may waive the points requirement for a nominee with twelve years or more continuous service. When making this recommendation, the Executive shall advise members that this clause has been exercised.

2.5 Conduct of Member

- 2.5.1 All Members of the Association agree to act in accordance with the Constitution, Regulations and Schedules of the Association.
- 2.5.2 All Members are bound by the Association's Code of Conduct, contained in Regulation A.
- 2.5.3 Where a member is in breach of any condition listed in Section 2.5.1 or 2.5.2, they must be dealt with through the Disciplinary procedures listed in Section 6.1.

2.6 Cessation of Membership

A person ceases to be a member if:

- 2.6.1 The member dies or
- 2.6.2 The member resigns, or
- 2.6.3 The member fails to pay the Annual Subscription (Under Rule 2.3)
- 2.6.4 A meeting votes to remove the member after an Executive recommendation (Under Rule 6.1.6 & 6.1.7)
- 2.6.5 A member defined under 2.2.4 is may have their membership withdrawn by the Executive if it is demonstrated they have failed to comply with the commitment they made when applying for membership of the Association.

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.
- 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.

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.

Part 3 – The Executive and Committees

3.1 Eligibility for Office Holders & Committees

- 3.1.1 In order to be eligible to stand for or hold Executive Office, all candidates must:
- (a) Be a financial Member of the Association
 - (b) Have held an appropriate Membership as defined in 2.2.1, 2.2.2, 2.2.3 or 2.2.5 for at least 12 months prior to the election.
 - (c) Not be a Junior Member as defined under 2.2.6
 - (d) Not be suspended from standing for a position as a result of misconduct
 - (e) Not be ineligible to hold an office under State or Federal Law.
 - (f) **At least three members of the Executive must be residents of Australia.**
- 3.1.2 In order to be eligible to stand for or hold a Non-Executive Office or committee, all candidates must:
- (a) Be a financial Member of the Association
 - (b) Have held an appropriate Membership as defined in 2.2.1, 2.2.2, 2.2.3 or 2.2.5 and be a member of the Association for at least 3 months prior to the election.
 - (c) Not be a Junior Member as defined under 2.2.6
 - (d) Not be suspended from standing for a position as a result of misconduct
 - (e) Not be ineligible to hold an office under State or Federal Law
- 3.1.3 In order to be eligible to stand for or hold the position of Director of Refereeing & Development, or the Senior Appointments Panel, all candidates must:
- (a) Have held a Level 2 NRAS refereeing qualification for at least 2 years prior to the election.
 - (b) Hold an appropriate CMO qualification as defined by NSWRLRA.
 - (c) Declare they will not be an Active Referee during the term of office
 - (d) Have had at least five years service in the Association as an Active Referee.
 - (e) Commit to meeting the responsibilities of office in its entirety
 - (f) Not be an Official, Player or Coach of any club affiliated with the PDJRL Inc.
 - (g) Meet the conditions set out in Rule 3.1.1
- 3.1.4 In order to be eligible to stand for or hold the Junior Appointments Panel and Coaching Panel, all candidates must:
- (a) Have held a Level 2 NRAS refereeing qualification for at least 2 years prior to the election.
 - (b) Hold an appropriate CMO qualification as defined by NSWRLRA.
 - (c) Have had at least five years service in the Association as an Active Referee.
 - (d) Commit to meeting the responsibilities of office in its entirety
 - (e) Not be an Official, Player or Coach of any club affiliated with the PDJRL Inc.

- (f) Meet the conditions set out in Rule 3.1.1

3.1.5 Any candidate who does not meet the eligibility criteria will be declared ineligible for office and the nomination rejected.

3.2 Nominating for Office

3.2.1 A valid nomination will be presented to the Executive Officer (or appointee) in writing at least twenty-four (24) hours prior to the ballot or in person at the election.

3.2.2 At the Annual General Meeting, nominations close when the meeting has opened. Nominations for vacant positions may be taken from the floor.

3.3 Eligibility to Vote

A member is eligible to vote in the Annual General Member if:

- (a) They are a financial Member of the Association
- (b) They hold an appropriate Membership as defined in 2.2.1, 2.2.2, 2.2.3, 2.2.5 or 2.2.6 and have been a member for at least 3 months prior to the election.

3.4 The Patron

At the Annual General Meeting, the Members will elect a Patron or Patrons. The Patron has no official responsibilities. The Patron is a Non-Executive Officer of the Association.

3.5 The Executive

3.5.1 The Executive shall consist of the following Officers:

- (a) The President
- (b) The Executive Officer
- (c) The Director of Finance & Sponsorship
- (d) The [Executive Officer's Assistant](#)
- (e) The Director of Refereeing & Development
- (f) Director of Recruitment & Retention
- (g) Director of Events & Functions

3.5.2 Members of the Executive (except the Director of Refereeing & Development) shall be elected by a preferential ballot as defined by Regulation B.1

3.5.3 The Director of Refereeing & Development requires at least sixty percent of all votes in support. The candidates will be elected under Regulation B.2. The Director of Refereeing & Development is also required to meet the conditions of Clause 3.1.3

3.5.4 [The Executive Officer must be a resident of the state of New South Wales and maintain this residency during their period of office.](#)

3.6 Non-Executive Officers

- 3.6.1 The Association shall also elect the following Non-Executive Officers:
- (a) The NRAS Coordinator
 - (b) The Training and Skills Coordinator
 - (c) The Assistant Treasurer
 - (d) The Gear Steward
 - (e) The Auditors (Two Positions)
- 3.6.2 Non-Executive Officers (except the NRAS Coordinator) shall be elected by a preferential ballot as defined by Regulation B.1
- 3.6.3 The NRAS Coordinator requires at least sixty percent of all votes in support. The candidate will be elected under Regulation B.2 The NRAS Coordinator is also required to meet the same eligibility conditions as the Director of Refereeing and Development as defined under Clause 3.1.2

3.7 Delegates

- 3.7.1 The Association shall elect a Delegate for each external organisation the Association is invited to, and an Alternate Delegate.
- 3.7.2 Delegates shall be elected by a preferential ballot as defined by Regulation B.1

3.8 Committees

- 3.8.1 The Association shall have the following Committees:
- (a) The Senior Appointments Panel, consisting of:
 - (i) The Director of Refereeing & Development
 - (ii) Six Panel Members
 - (b) The Junior Appointments Panel, consisting of:
 - (i) The Director of Refereeing & Development
 - (ii) Six Panel Members
 - (c) The Coaching Panel, consisting of:
 - (i) The Director of Refereeing & Development
 - (ii) The NRAS Coordinator
 - (iii) The Training & Skills Coordinator
 - (iv) Six Panel Members
 - (d) The Recruitment & Retention Committee, consisting of:
 - (i) The Director of Recruitment & Retention
 - (ii) Six Panel Members
 - (e) The Social Committee, consisting of:
 - (i) The Director of Events & Functions
 - (ii) Six Panel Members
 - (f) The Sponsorship Committee, consisting of:
 - (i) The Director of Finance and Sponsorship
 - (ii) The Director of Refereeing & Development
 - (iii) The Gear Steward

(iv) Two Panel Members

- 3.8.2** The Senior Appointments Panel shall be elected by a preferential ballot as defined under Regulation B.2. Members of these panels require at least sixty percent support to be elected. The candidates are also required to meet the conditions of clause 3.1.3.
- 3.8.3** The Junior Appointments Panel shall be elected by a preferential ballot as defined under Regulation B.2. Members of these panels require at least sixty percent support to be elected. The candidates are also required to meet the conditions of clause 3.1.4.
- 3.8.4** All other committees shall be elected by a single transferable vote as defined under Regulation B.3.

3.9 DUTIES OF OFFICERS

- 3.9.1** The President
- (a) At all meetings the President shall occupy the chair.
 - (b) The President shall be the Association's representative on the PDJRL Inc. Board of Management and provide a report from that Board.
 - (c) Act as the Representative of the Association in the wider community.
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.1, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.2** The Executive Officer shall
- (a) Be the Association's Public Officer
 - (b) Keep a minute book of all proceedings at meetings of the Association and produce it when required by the Chairperson
 - (c) Prepare and present the Annual Report
 - (d) Maintain a register of all current members of the Association
 - (e) Maintain a register and have control of the property of the Association in conjunction with the Director of Finance & Sponsorship;
 - (f) Conduct all correspondence and file all documents connected with the Association;
 - (g) Furnish the Executive Officer of the NSWRLRA.Inc with a copy of the Association Annual Report and Financial Statement each year
 - (h) Complete all other tasks as listed under the Job Description in Regulation C.2a, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.3** The [Executive Officer's Assistant](#) shall:
- (a) Record minutes of all meetings;
 - (b) Organise general member correspondence;
 - (c) Keep records of attendances at meetings;
 - (d) Act as Executive Officer in the absence of the Executive Officer.
 - (e) Complete all other tasks as listed under the Job Description in Regulation C.2b, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.4** The Director of Finance and Sponsorship shall:

- (a) Keep an account of receipts and disbursements which shall be produced upon request, together with the Association's accounts at all meetings of the Association;
 - (b) Manage the Associations accounts pursuant to Section 5.1 and 5.2;
 - (c) Chair the Sponsorship Committee.
 - (d) To submit a financial report to the Association at the first meeting of each month;
 - (e) Present the Annual Financial Statements;
 - (f) Submit the Association's accounts for audit to the Honorary Auditors;
 - (g) Receive all money for the Association and issue receipts;
 - (h) Pay all liabilities of the Association.
 - (i) Complete all other tasks as listed under the Job Description in Regulation C.3a, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.5 The Assistant Treasurer shall:
- (a) Render assistance as required to the Director of Finance and Sponsorship.
 - (b) Complete all other tasks as listed under the Job Description in Regulation C.3b, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.6 The Director of Refereeing & Development shall:
- (a) in conjunction with the Senior and Junior Appointments Panels, be responsible for adjudicating on, reporting on, coaching of and appointing referees to fixtures under the control of the PDJRL Inc or PDRL Club and also, when requested, for nominating referees to fixtures outside the Junior League scheduled matches.
 - (b) Have the power to co-opt any person to render assistance to the Senior and / or the Junior Appointments Panel as required, providing they meet the conditions that an ordinary panel member would be required to have. Such members will not have a vote, nor participate in discussions regarding appointments, grading or rank.
 - (c) Complete all other tasks as listed under the Job Description in Regulation C.4 (a, b, c & d), and any other task as instructed by the Executive or General Meetings from time to time.
- 3.9.7 The Senior Appointments Panel shall:
- (a) Be responsible for appointing referees in all Adult age groups (Eighteen years or above)
 - (b) Adjudicate, report and coach appointed referees within these age groups.
 - (c) The Senior Appointments Panel shall elect a Deputy Director (Senior Panel) to provide assistance in the management of the Panel. The Deputy Director shall replace the Director of Refereeing and Development in their absence.
 - (d) Assist and advise the Director in preparing the Season's Policy
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.4b, and any other task as instructed by the Executive or General Meetings from time to time.

- 3.9.8 The Junior Appointments Panel shall:
- (a) Be responsible for appointing referees in all Junior age groups (Seventeen years or below)
 - (b) Adjudicate, report and coach appointed referees within these age group
 - (c) The Junior Appointments Panel shall elect a Deputy Director (Junior Panel) to provide assistance in the management of the Panel. The Deputy Director shall replace the Director of Refereeing and Development in their absence.
 - (d) Assist and advise the Director in preparing the Season's Policy
 - (e) An Appointments Panel Member who is an Active Referee shall take no part in debates regarding their reports or appointments. They shall not be sent for debates over ranking or grading.
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.4c, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.9 The Coaching Panel Shall:
- (a) Be responsible for preparing candidates for the NRAS accreditation.
 - (b) Assist and advise the Director in preparing the Season's Policy.
 - (c) Participate in other tasks as required.
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.4d, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.10 The Director of Recruitment and Retention Shall in conjunction with the Recruitment & Retention Committee:
- (a) Create strategies and campaigns to recruit new referees
 - (b) Create strategies to promote active membership of the Association.
 - (c) Manage recruit interest, and promote the associations' NRAS Courses
 - (d) Manage a newsletter and the association website.
 - (e) Complete all other tasks as listed under the Job Description in Regulation C.5, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.11 The Director of Events & Functions Shall in conjunction with the Social Committee, be responsible for:
- (a) Organising and conducting all social functions of the Association;
 - (b) In conjunction with the Director of Finance and Sponsorship, be responsible for the social funds.
 - (c) Prepare the Social Calendar and budget.
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.6, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.12 The Training and Skills Coordinator shall: in conjunction with the Director of Refereeing & Development and their Panels,
- (a) Implement a policy of training and skills development for all active members.
 - (b) Manage any Skills or Physical training required to support Active Referees.

- (c) Complete all other tasks as listed under the Job Description in Regulation C.4e, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.13 The Sponsorship Committee shall:
- (a) Be responsible for recommending and administering all sponsorship matters of the Association as approved by a General Meeting of the Association.
 - (b) Be responsible for identifying and attracting new Sponsorship opportunities.
 - (c) Complete all other tasks as listed under the Job Description in Regulation C.3c, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.14 The Gear Steward shall:
- (a) Be a member of the Sponsorship Committee
 - (b) Be responsible for the acquisition and distribution of gear and equipment for Members
 - (c) Complete all other tasks as listed in the Job Description in Regulation C.8, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.15 The Delegate(s) to Other Bodies (or the Deputy Delegate) shall:
- (a) Represent the Association at all meetings of those bodies and in all business transacted at such meetings;
 - (b) Present a written report to the next meeting of the Association containing all matters appertaining to the Association and action taken on these matters;
 - (c) In the event of the delegate being unable to attend such meetings for any reason, the delegate will notify the deputy delegate. If neither is available, the Executive Officer must be advised.
 - (d) Complete all other tasks as listed under the Job Description in Regulation C.7, and any other task as instructed by the Executive or General Meeting from time to time.
- 3.9.16 The Auditors shall:
- (a) Audit the Association's books as presented by the Director of Finance and Sponsorship
In time for the Annual General Meeting;
 - (b) Submit an auditor's report to the Annual General Meeting.
 - (c) Complete all other tasks as listed under the Job Description in Regulation C.3d, and any other task as instructed by the Executive or General Meeting from time to time.

3.10 Removal from Office

An Officer may be removed from office when:

- 3.10.1 The Executive recommend that a member be relieved from office as a result of disciplinary action or failure to fulfil duties as required and that recommendation is supported at the next General Meeting, and receives an absolute majority of votes.

- 3.10.2 A motion of No-Confidence has been made by the General Membership, and receives an absolute majority of votes.
- 3.10.3 After an officer is removed, they may recontest the vacancy if they meet the eligibility criteria.

3.11 Casual Vacancies

- 3.11.1 For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a Member of the Association, or
- (c) No longer meets the eligibility criteria under Rule 3.1, or
- (d) resigns office by notice in writing given to the Executive Officer, or
- (e) is removed from office under Rule 3.9, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from three consecutive meetings of the committee.

- 3.11.2 The vacancy shall only be filled after it is recognised as vacant at a General Meeting and when it has been advertised for election with the meeting notice.

The Executive Officer may advertise the election prior to the vacancy being recognised, when the vacancy was created under Rule 3.10.1 (a), (b), (d), (f) and (g) and is able to be included with the notice.

- 3.11.3 It shall be competent for the Executive to appoint a member to a casual vacancy on a temporary basis until a new election may occur, noting that:
- 3.11.4 It shall be competent for the Executive to recommend to a General Meeting that a casual vacancy remain unfilled until the Annual General Meeting.
- 3.11.5 Vacancies remaining after the Annual General Meeting are not Casual Vacancies, and may be filled at any General Meeting.

Part 4 – Meetings

4.1 Meetings

The Meetings of the Association shall be:

- 4.1.1 Annual General Meeting
- 4.1.2 Special General Meeting
- 4.1.3 General Meetings
- 4.1.4 Executive Meetings
- 4.1.5 Committee Meetings

4.2 Annual General Meeting

- 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. Financial Statement, in the format that will be presented at the forthcoming Annual General Meeting, shall accompany this circular.

- 4.2.2** The order of business will be:
- (a) Opening, Attendance & Apologies
 - (b) Minutes of the previous Annual General Meeting
 - (b) Correspondence
 - (c) Presentation of the Annual Report
 - (d) Presentation of Financial Statements
 - (e) Notices of Motion
 - (f) Election of Officials and Committees
 - (g) Life Membership Recommendations
 - (h) Reports
 - (i) General Business
 - (j) Close

- 4.2.3** It is competent for the meeting to defer any business not completed at the Annual General Meeting to the first General Meeting of the year.

4.3 Special General Meetings

- 4.3.1** A Special General Meeting is a meeting that is called to deal with a specific motion or matter that requires urgent attention.

A Special General Meeting may also be called to deal with a proposed constitutional change.

- 4.3.2** A Special General Meeting may be convened when
- (a) The Executive Officer or the President receive a request from not less than eight (8) financial Members; or
 - (b) At the direction of the Executive through an Executive Meeting or petition of two-thirds of the Executive

- 4.3.3** Members are to be given not less than three (3) working days notice by circular of the time and place of holding such meeting, together with a statement of the business proposed to be transacted.

- 4.3.4** It is competent for the Executive Officer to schedule a Special General Meeting with the release of the General Meeting Schedule.

- 4.3.5** The agenda will be:
- (a) Opening, Attendance & Apologies
 - (b) Matters for which the meeting has been called
 - (c) Close

4.4 General meetings

- 4.4.1** The General Meetings of the Association shall be held at such time day and place during the year as required.
- 4.4.2** The General Meeting schedule will be endorsed at the first General Meeting after the Annual General meeting.

4.4.3 The Agenda for General Meetings will be:

- (a) Opening, Attendance & Apologies
- (b) Minutes of the previous meeting
- (c) Correspondence
- (d) Reports of Office Holders
- (e) Matters for which due notice has been given
- (f) General Business
- (g) Close

4.4.4 The First General Meeting after the Annual General Meeting will also deal with:

- (a) The proposed policies of the Association for the coming year, and
- (b) Payments and Fees for the coming year, and
- (c) Meeting dates for the year, and
- (d) Any business remaining from the Annual General Meeting.

4.4.5 At least seven (7) days written notice will be provided to all members prior to each meeting.

4.5 Executive Meetings

4.5.1 The Executive is required to regularly meet between General Meetings.

4.5.2 The Executive Meeting will deal with any administrative, policy or disciplinary matters.

4.5.3 The agenda for the meeting will be prepared by the Executive Officer and distributed at least five (5) days in advance of the next meeting.

4.5.4 The Executive has the power to invite any person to attend and participate in its meetings. Only executive members can vote.

4.5.5 An Executive Member acting in two or more positions is entitled to one vote only. A person acting in an Executive Role, but not endorsed by the members is not entitled to vote.

4.6 Committee Meetings

4.6.1 Each Committee is required to regularly meet and as required.

4.6.2 It is the responsibility of the Committee Chair to provide an agenda and ensure accurate minutes are taken.

4.6.3 Each meeting requires at least five (5) days notice. Notice is to be sent to the members and to the Executive Officer.

4.6.4 A copy of the minutes is to be provided to the Executive Officer, who is required to keep them in a minute book.

4.6.5 The Committee Chair will provide a report of relevant decisions of the meeting to the next Executive Meeting and the next General Meeting.

- 4.6.6** The Committee has the power to invite any Member of the Association to participate in its discussions. Only committee members can vote.

4.7 Voting

- 4.7.1** Voting shall be limited to financial members who meet the criteria of 2.2.1, 2.2.2, 2.2.3 or 2.2.5 and shall be in person only.
- 4.7.2** A probationary member (defined under 2.2.4) may not vote at Association meetings.
- 4.7.3** Voting at all meetings shall be by show of hands (except for the election of officials and officers) unless the majority of those present who are eligible to vote demand a secret ballot.
- 4.7.4** No member shall be allowed to leave the room whilst a vote or decision is being taken.
- 4.7.5** On all questions decided by hand the Chairperson of the meeting shall have a deliberate vote, and the event of an equality of votes, a casting vote.
- 4.7.6** On all questions resolved by ballot, the Chairperson will place their ballot into an envelope, which shall only be opened and counted if the result is deadlocked. Prior to the ballot, two scrutineers are to be selected to manage and count the vote. They must not have a vested stake in the outcome. They should be Life Members, or Members of equal standing.

4.8 Quorums

- 4.8.1** The quorums for Association Meetings shall be:
- 4.8.2** At the Annual General Meeting, twenty-one (21) Members
- 4.8.3** At General and Special General Meetings, fifteen (15) Members
- 4.8.4** At Committee Meetings, two thirds (2/3) of the total members of that Committee

4.9 Visitors

- 4.9.1** The Association may admit visitors or exclude them from meetings. Any visitors may address the meeting, upon the invitation of the Chairperson, with the consent of the majority of members present, but a visitor shall have no right to vote.
- 4.9.2** A parent or guardian of a Junior Member (as described under 2.2.6) is permitted to ask a question on behalf of their dependant without requiring consent.

4.10 Meetings Generally

- 4.10.1** The accidental omission to give notice of a meeting, or the non-receipt of notice of a meeting by any member, shall not invalidate the proceedings of any meeting.

- 4.10.2 All meetings are to be conducted according to the laws of the debate, as described under Regulation D.
- 4.10.3 There are no proxy votes allowed at any meeting.
- 4.10.4 A person who is required to attend a meeting, but is unable to do so because they are required to be elsewhere “on League Business” is considered to be in attendance. They do not count for quorum
- 4.10.5 A member who has left the meeting because they have a conflict of interest in the matter being discussed is still counted as part of the quorum.
- 4.10.6 Any meeting may be adjourned to such time and place as the Chairperson or the majority of voting members present may resolve.
- 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 such poll be indicative of the opinion of members on a matter before the Executive or General Meeting

Part 5 – Finance & Property

5.1 Funds – source

- 5.1.1 The funds of the Association are to be derived from entrance fees and annual subscriptions of Members, fundraising efforts, payment for refereeing or training services, sponsorship and, subject to any resolution passed by the Association in General Meeting, such other sources as the Executive Committee determines.
- 5.1.2 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.
- 5.1.3 The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

5.2 Funds – management

- 5.2.1 Subject to any resolution passed by the Association in a General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Executive Committee determines.
- 5.2.2 The signatories of any account will be the Director of Finance and Sponsorship, together with one of the Executive Officer, the President and one other member of the Executive nominated by that Committee.
- 5.2.3 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by at least two signatories as identified in Rule 5.2.2.

5.3 Property

- 5.3.1 Subject to any resolution passed by the Association in a General Meeting, the Executive may purchase any property necessary to support the objects of the Association.
- 5.3.2 The Executive Officer is the custodian of the Association's property.
- 5.3.3 The Executive Officer is empowered to delegate a Member to manage any property from time to time.
- 5.3.4 The Association is able to set reasonable conditions for use of the Association's property, including policies to recover losses from damage or loss of property by the custodian, other than wear and tear.

5.4 Insurance

- 5.4.1 The Association may effect and maintain insurance

5.5 Financial Year

- 5.5.1 The Financial Year of the Association shall end on the 15th of September.

Part 6 – Miscellaneous

6.1 Disciplinary Procedures

- 6.1.1 Any complaint regarding a Member must be submitted in writing to the Executive Officer within fourteen (14) days of the incident occurring.
- 6.1.2 The Executive Officer shall refer any complaint for consideration under the following criteria:
 - (a) Any complaint dealing with a Member's performance on-field will be referred to the Director of Refereeing and Development for consideration.
 - (b) Any complaint dealing with a Member's breach of the Code of Conduct or of other Regulations and/or Schedules will be examined by the Executive Officer or an officer deemed most appropriate by the Executive Officer.
 - (c) Any complaint directed against or made by the Executive Officer will be handled by the President or another Executive Member.
- 6.1.3 The person handling the complaint will report to the Executive and make one of the following recommendations.
 - (a) That the Member be brought before the Executive and asked to answer the complaint.
 - (b) That the matter is not serious enough to be dealt with, and that the Member be reminded of their obligations.

- (c) That the matter is not serious and the Member has been counselled. The Executive should take note of the action.

6.1.4 If the matter is to be dealt with by the Executive, the following action will occur:

- (a) The Member be advised by mail at least seven days prior to the hearing. The Member should also be provided with a copy of the complaint.
- (b) At the meeting, the Executive is presented with the complaint and any other evidence. The defending Member is asked how they wish to plead. They may plead "Guilty", "Not Guilty" or "Guilty with an Explanation".
- (c) The defending Member is able to cross-examine evidence presented and present their explanation with any evidence
- (d) Executive Members are able to ask questions of the defending Member, the person making the complaint and any witnesses present.
- (e) At the conclusion of evidence, the Executive will ask all parties to leave the room to consider their decision. Their recommendation will be given to the defending Member at the meeting. An Executive Member is involved in proceedings may not participate in the deliberations.

6.1.5 Where the defending Member is not present at the Executive Meeting, the following may occur:

- (a) The Member may forward an apology and ask to have the matter postponed.
- (b) The Member may forward an apology and ask to have the matter heard in their absence. They may include a written statement to be considered. The Executive may agree to hear the matter in their absence or postpone the matter requiring the Member's attendance.
- (c) All Junior Members are entitled to have a parent or guardian present. A Junior Member is able to have the matter postponed if they cannot have a parent or guardian present.
- (d) If the Member fails to appear, they are considered suspended from Membership until they do appear. In this case, the Executive Officer must demonstrate that the member has received the notice to appear.
- (e) The Executive may agree to take any action to ensure the matter is dealt with quickly.

6.1.6 In giving its recommendation, the Executive must explain the grounds of its decision and the action to be taken against the Member. The Executive may take any action they deem is necessary, which may include, but is not limited to Suspension or Expulsion of Membership, Suspension from holding an Office, Removal from Office, restrictions on appointments.

6.1.7 The decision of the Executive regarding this matter shall be ratified by Members at the General Meeting, and if ratified, shall be effective immediately.

- 6.1.8** The Member involved may appeal the decision of the General Meeting of the Association to the NSWRLRA Inc.
- (a) Any such appeal shall be made in writing and lodged with the Executive Officer of the Association within seven (7) days from the date of the ratification.
 - (b) The Executive Officer shall forward any appeal received to the Executive Officer of the NSWRLRA Inc within three (3) days of the date of receipt of such appeal.

6.2 ALTERATIONS TO THE CONSTITUTION

- 6.2.1** The Constitution and Regulations made thereunder may be altered only by a resolution of the Association members at the Annual Meeting or at a Special General Meeting specifically convened for the purpose.
- 6.2.2** The Schedules may be altered by a resolution of the Association members at the Annual General Meeting, Special General Meeting or at a General Meeting.
- 6.2.3** Notice of any motion to amend, add to, or repeal any provision of this Constitution shall be either by recommendation of the Executive Committee or in writing to the Executive Officer of the Association, signed by its proposer and seconder, and shall specify the particular clause of the constitution, rule or by-law which it is proposed to amend, add to or repeal, and the precise nature of the proposed alteration.
- 6.2.4** Any such motion shall not be put to a meeting of the Association unless each member of the Association has been given seven (7) days notice of such meeting and a copy of the notice of motion, and at least fifty percent (50%) of Active Members in the District and eligible to vote are in attendance at the Meeting except when the motion is to amend the Schedules.
- 6.2.5** Any such motion is declared lost unless it has exceeded the minimum
- (a) To amend the constitution, at least two-thirds of votes must be in favour.
 - (b) To amend the regulations, at least sixty percent of votes must be in favour.
 - (c) To amend the Schedules, an absolute majority must be in favour
- 6.2.6** If any such motion is lost it shall not be re-submitted for consideration at a Meeting of the Association until after a period of three (3) months from the date of the meeting at which the motion was lost.
- 6.2.7** No amendment or alteration to this Constitution and regulations made thereunder shall have any force or effect unless and until the N.S.W.R.L.Referees' Association Inc has approved it. This clause does not apply to the Schedules.
- 6.2.8** A proposed constitutional change of the Association may not be put to the members via a postal ballot.

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.

Ammendments to the Constitution

*(Note, all changes have been incorporated
into constitution)*

Changes made at Special General Meeting held on 2 September 2010

(Changes appear in blue)

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.

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

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

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 such poll be indicative of the opinion of members on a matter before the Executive or General Meeting

And 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

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.

And insert the following text as Section 3.5.4 of the constitution:

3.5.4 The Executive Officer must be a resident of the state of New South Wales and maintain this residency during their period of office.

Amendment Five – Add the Authorised Signatories Clause

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

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 15th of September.

Amendment Seven – Date of the Annual General Meeting

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

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

Regulations

Regulation A – Code of Conduct

All members are bound to this Code of Conduct and to any other codes of conduct endorsed through the NSWRLRA Inc

1. A referee must not, before, during the course of, or after a match, abuse or address a player, coach, club official, league official or Association member in insulting terms or act in a provocative manner towards a player, coach, club official, league official or Association member.
2. A referee must not, while officiating in a game, use crude or abusive language or engage in conduct detrimental to the spirit or image of the game or the Association.
3. A referee, whilst attending any activity of the Association, PDJRL Inc. or Rugby League in general, must at all times act, dress and behave in a manner befitting a member of the Association.
4. A referee shall not, without first obtaining the approval of the Association, through the Executive Officer, write a column for any media relating to an issue regarding refereeing or matters affecting PDJRL Inc.
5. A referee shall not at any time make any comment, in any public forum, detrimental to the interests, welfare or image of the Association, PDJRL Inc. or Rugby League in general.
6. A referee shall not enter into any individual sponsorship agreement that conflicts with the spirit or substance of the sponsorship of the Association. Any individual sponsorship agreement must be approved by the Executive Committee prior to its execution.
7. A referee shall not gamble on the result of a match under the jurisdiction of the PDJRL Inc.
8. A member holding an elected Office in the Association shall fulfill all reasonable duties associated with that office.
9. Where the Association receives a written report of any alleged breach of this Code of Conduct, the member(s) concerned shall be dealt with under the terms of the misconduct clause of this Constitution.

Regulation B – Election Regulations

There are three types of Regulations in this section. The type to be used for each ballot is defined in the constitution.

Regulation B.1 – Election by Preferential Voting

B.1.1 Determining the need for a ballot

- (a) Where there are less or equal candidates than vacancies, the candidates are declared elected unopposed, and (if applicable) the remaining vacancies are then offered. There is no need for a ballot.
- (b) Where there are more candidates than vacancies, a ballot is required.

B.1.2 Voting and a formal vote

- (a) Ballot papers are prepared with each name listed beside a blank box and the candidates listed in alphabetical order by surname.
- (b) A voter lists their preference of candidates by sequential order from first preference to final preference.
- (c) Completed ballots are handed to the pre-approved scrutineers.
- (d) The Chairperson will place their casting vote into an envelope and pass it to the scrutineer.
- (e) A formal vote is where the voter has correctly sequenced the ballot paper, starting from first preference, and has numbered every box without repeating or skipping a number.

B.1.3 Counting the ballot

- (a) The ballot is counted by grouping all first preference votes together and counting them. The votes are tallied and a quota determined.
- (b) Quota half the total votes required plus one. The ballot is concluded when a candidate has a higher number of votes than quota.
- (c) If no candidate has met quota, the candidate with the lowest vote is eliminated and their next preferences are distributed.
- (d) If there is still no candidate who has surpassed quota, (c) is repeated until there is.
- (e) If there is a tie between two candidates to be eliminated, then all votes are counted between these two candidates. If there the combination of the two candidates votes is less than the next lowest candidate, it is competent to eliminate both candidates together.
- (f) If there is a tie at the end of the ballot, the envelope is open and the ballot used as a casting vote

B.1.4 Declaration

- (a) The Scrutineer will pass a paper with the name of the successful candidate to the Chair.
- (b) The chair will then declare the candidate elected.

B.2 – Election of Officers where consent of Membership is required.

B.2.1 Determining the need for a counted ballot.

Note: A counted ballot is one where preferences are needed to determine a winner.

- (a) Where there are less or equal candidates than vacancies, the candidates are declared elected unopposed, and (if applicable) the remaining vacancies are then offered. The ballot is only held for consent.
- (b) Where there are more candidates than vacancies, a counted ballot is required.

B.2.2 Voting and a formal vote

- (a) Ballot papers are prepared with each name listed beside a blank box and the candidates listed in alphabetical order by surname.
- (b) If a voter objects to any candidate being elected to the position, they must place a cross in the box to indicate the candidate does not have their consent
- (c) A voter lists their preference of candidates by sequential order from first preference to final preference. A candidate where there is no consent given does not need to be numbered, but may be if the voter chooses.
- (d) Completed ballots are handed to the pre-approved scrutineers.
- (e) The Chairperson will place their casting vote into an envelope and pass it to the scrutineer.
- (f) A formal vote is where the voter has correctly sequenced the ballot paper, starting from first preference, and has numbered every box without repeating or skipping a number unless a box has been crossed. If no count is required, the boxes do not need to be numbered.

B.2.3 Determining Consent

- (a) Ballot papers are checked for a cross that signals no consent. They tally the no consent votes.
- (b) If a candidate has not secured at least 60% of formal votes with consent, the candidate is excluded.
- (c) If there are equal or less candidates than vacancies, the election is declared. If there are more candidates, then a count must commence.

B.2.4 Counting the ballot

- (a) The ballot is counted by grouping all first preference votes together and counting them. The votes are tallied and a quota determined.
- (b) Quota half the total votes required plus one. The ballot is concluded when a candidate has a higher number of votes than quota.
- (c) If no candidate has met quota, the candidate with the lowest vote is eliminated and their next preferences are distributed.
- (d) If there are no remaining preferences on the ballot paper because boxes are crossed, the vote is exhausted and set aside. After each round where this has occurred, quota will need to be re-calculated. Note that a crossed box containing a number is still a valid preference.
- (e) If there is still no candidate who has surpassed quota, (c) is repeated until there is.
- (f) If there is a tie between two candidates to be eliminated, then all votes are counted between these two candidates. If there the combination of the two candidates votes is less than the next lowest candidate, it is competent to eliminate both candidates together.
- (g) These steps are repeated until every position has been elected.
- (h) If there is a tie at the end of the ballot, the envelope is open and the ballot used as a casting vote

B.2.5 Declaration

- (a) The Scrutineer will pass a paper with the name(s) of the successful candidate to the Chair.
- (b) The chair will then declare the candidate(s) elected.

Regulation B.3 – Election of Committee

B.3.1 Determining the need for a ballot

- (a) Where there are less or equal candidates than vacancies, the candidates are declared elected unopposed, and (if applicable) the remaining vacancies are then offered. There is no need for a ballot.
- (b) Where there are more candidates than vacancies, a ballot is required.

B.3.2 Voting and a formal vote

- (a) Ballot papers are prepared with each name listed beside a blank box and the candidates listed in alphabetical order by surname.
- (b) A voter lists their preference of candidates by sequential order from first preference to final preference.
- (c) Completed ballots are handed to the pre-approved scrutineers.
- (d) The Chairperson will place their casting vote into an envelope and pass it to the scrutineer.
- (e) A formal vote is where the voter has correctly sequenced the ballot paper, starting from first preference, and has numbered every box without repeating or skipping a number.
- (f) If there is a tie at the end of the ballot, the envelope is open and the ballot used as a casting vote

B.3.3 Counting the ballot

- (a) The ballot is counted by grouping all first preference votes together and counting them. The votes are tallied and a quota determined.
- (b) Quota half the total votes required plus one. The ballot is concluded when a candidate has a higher number of votes than quota.
- (c) If no candidate has met quota, the candidate with the lowest vote is eliminated and their next preferences are distributed.
- (d) If there is still no candidate who has surpassed quota, (c) is repeated until there is.
- (e) If there is a tie between two candidates to be eliminated, then all votes are counted between these two candidates. If there the combination of the two candidates votes is less than the next lowest candidate, it is competent to eliminate both candidates together.
- (f) These steps are repeated until every position has been elected.

B.3.4 Declaration

- (a) The Scrutineer will pass a paper with the name of the successful candidate to the Chair.
- (b) The chair will then declare the candidate elected.

Regulation C – Job Descriptions of Officers

C.1 The President

The President shall:

- (a) Chair all association General, Annual General and Special General Meetings
- (b) Chair all Executive Meetings
- (c) Be the Association's official Spokesperson
- (d) Be the Association's representative on the PDJRL Board Of Management.
- (e) Assist with the procurement of Sponsorship
- (f) Assist with liaison with key stakeholders
- (g) Any other task required of them by the executive or the membership

C.2 Administrator Roles

C.2a The Executive Officer

The Executive Officer shall:

- (a) Be responsible for the issuing and receiving all association communications
- (b) Be responsible for maintaining Membership Lists
- (c) Be responsible for keeping minutes of all meetings
- (d) Be responsible and account for all Association property. Keep records of any member given custody of property.
- (e) Prepare and present the Annual Report
- (f) Prepare and present all recommendations from the Executive to the Membership
- (g) Prepare and file all legal documents on behalf of the Association
- (h) Liaise with ARLRA, NSWRLRA, and all other relevant stakeholders
- (i) Be the interpreter of the constitution
- (j) Be the Association's Public Officer
- (k) Any other task required by them of the Executive or the Membership

C.2b The Executive Officer's Assistant

The Executive Officer's Assistant shall:

- (a) Be responsible for recording all minutes
- (b) Organise general Membership correspondence
- (c) Keep records of Members' Meeting attendances
- (d) Act as Executive Officer in the Executive Officer's absence
- (e) Any other task required of them by the Executive or the Membership

C.3 Financial Roles

C.3a The Director of Finance and Sponsorship

The Director of Finance and Sponsorship Shall:

- (a) Keep an account of receipts and disbursements which shall Be produced upon request, together with the Association's accounts at all meetings of the Association;
- (b) Manage the Associations accounts pursuant to Section 5
- (c) Be a member of the Sponsorship Committee.

- (d) To submit a financial report to the Association at the first meeting of each month;
- (e) Present the Annual Financial Statements;
- (f) Submit the Association's accounts for audit to the Honorary Auditors;
- (g) Receive all money for the Association and issue receipts for same;
- (h) Pay all liabilities of the Association.
- (i) Any other task required of them by the Executive or the Membership

C.3b The Assistant Treasurer

The Assistant Treasurer Shall:

- (a) Render assistance as required to the Director of Finance and Sponsorship.
- (b) Any other task required of them by the Executive or the Membership

C.3c The Sponsorship Committee

The Sponsorship Committee shall

- (a) Be responsible for recommending and administering all sponsorship matters of the Association as approved by a General Meeting of the Association.
- (b) Be responsible for identifying and attracting new Sponsorship opportunities.
- (c) Any other task required of them by the Executive or the Membership

C3.d The Gear Steward

The Gear Steward shall

- (a) Be a Member of the Sponsorship Committee
- (b) Be responsible for the acquisition and distribution of gear and equipment for Members
- (c) Keep records of gear and equipment and provide records to the Director of Finance and Sponsorship
- (d) Any other task required of them by the Committee, Executive or the Membership

C3.e Auditors

The Auditors Shall:

- (a) Audit the Association's books as presented by the Director of Finance and Sponsorship
In time for the Annual General Meeting;
- (b) Submit an auditor's report to the Annual General Meeting.

C.4 Refereeing and Development Roles

C.4a Director of Refereeing & Development

The Director of Refereeing & Development Shall:

- (a) Be the N.R.A.S. Coordinator;
- (b) Serve on the Senior Appointments Panel, Junior Appointments Panel and Coaching Panel
- (c) in conjunction with the Senior and Junior Appointments Panels, be responsible for adjudicating on, reporting on, coaching of and appointing referees to fixtures under the control of the PDJRL Inc or PDRL Club and also, when requested, for nominating referees to fixtures outside the Junior League scheduled matches.
- (d) have the power to co-opt any person to render assistance to the Senior and / or the Junior Panel as required, providing they meet the conditions that an ordinary panel member would be required to have. Such members will not have a vote, nor participate in discussions regarding appointments, grading or rank.
- (e) Any other task required of them by the executive or the membership

C.4b The Senior Appointments Panel

The Senior Appointments Panel Shall:

- (a) be responsible for appointing referees in all Adult age groups (Eighteen years or above)
- (b) adjudicate, report and coach appointed referees within these age groups.
- (c) The Panel shall be chaired by the Director of Refereeing & Development. In the absence of the Director the Deputy Director (Senior Panel) shall chair the Panel.
- (d) Assist and advise the Director in preparing the Season's Policy
- (e) Any other task required of them by the Executive or the Membership

C.4c The Junior Appointments Panel

The Junior Appointments Panel shall:

- (a) be responsible for appointing referees in all Junior age groups (Seventeen years or below)
- (b) adjudicate, report and coach appointed referees within these age groups
- (c) The Panel shall be chaired by the Director of Refereeing & Development. In the absence of the Director the Deputy Director (Junior Panel) shall chair the Panel.
- (d) Assist and advise the Director in preparing the Season's Policy
- (e) An Appointments Panel Member who is an Active Referee shall take no part in debates regarding their reports or appointments. They shall not be sent for debates over ranking or grading.
- (f) Any other task required of them by the Executive or the Membership

C.4d The Coaching Panel

The NRAS Coordinator shall in conjunction with the Coaching Panel:

- (a) Be responsible for preparing candidates for the NRAS accreditation.
- (b) Assist and advise the Director in preparing the Season's Policy.
- (c) Participate in other tasks as required.

- (d) Any other task required of them by the Executive or the Membership

C.4e The Training and Skills Coordinator

The Training and Skills Coordinator shall in conjunction with the Director of Refereeing & Development and their Panels,

- (a) Implement a policy of training and skills development for all active members.
- (b) Manage any Skills or Physical training required to support Active Referees.
- (c) Any other task required of them by the Executive or the Membership

C.5 The Director of Recruitment and Retention

The Director of Recruitment and Retention shall in conjunction with the Recruitment & Retention Committee:

- (a) Create strategies and campaigns to recruit new referees
- (b) Create strategies to promote active membership of the Association.
- (c) Manage recruit interest, and promote the associations' NRAS Courses
- (d) Manage a newsletter and the association website.
- (e) Any other task required of them by the Executive or the Membership

C.6 The Director of Events and Functions

The Director of Events & Functions shall in conjunction with the Social Committee, be responsible for:

- (a) Organising and conducting all social functions of the Association;
- (b) In conjunction with the Director of Finance and Sponsorship, be responsible for the social funds.
- (c) Prepare the Social Calendar and budget.
- (d) Any other task required of them by the Executive or the Membership

C.7 The Association Delegates

C.7a Delegates

Delegate(s) to Other Bodies (or the Deputy Delegate) shall:

- (a) Represent the Association at all meetings of those bodies and in all business transacted at such meetings;
- (b) Present a written report to the next meeting of the Association containing all matters appertaining to the Association and action taken on these matters;
- (c) In the event of the delegate being unable to attend such meetings for any reason, the delegate will notify the deputy delegate. If neither is available, the Executive Officer must be advised.
- (d) Communicate messages to and from the body to the Executive and/or the Membership

C.7b Representation

The Association shall elect Delegates to

- (a) New South Wales Rugby League Referees' Association Inc
- (b) Parramatta District Junior Rugby League Club Inc
- (c) Any other Body that the Association is invited to formally attend

Regulation D – Standing Orders

1. The meeting will commence when the meeting has reached quorum no more than 45 minutes after the scheduled start time. If the meeting does not reach quorum within that time, the meeting can continue, however no decisions can be taken.
2. The chair is able to defer business to a later point in the meeting with the consent of the meeting.
3. No discussion shall take place except on the motion or amendment moved and seconded and put in writing if so required by the Chairperson.
4. In all debates there shall be a time limit of five (5) minutes on the mover of the motion, and three (3) minutes on all other speakers, provided that by the consent of the meeting a specified extension of time may be granted to any speaker.
5. A motion or an amendment having been moved and seconded, debate may ensue, but no more than two speakers, including the mover and seconder, shall follow successively on either side of the question. If two speakers having so spoken there be no speaker to take the opposite view, the question shall be put forthwith.
6. The first member who attracts the attention of the Chairperson shall have precedence in speaking. Questions on order shall be decided by the Chairperson, whose ruling shall be final, unless it is challenged by a formal motion submitted to the meeting.
7. The Chairperson may speak only on questions in which the interests of the Association or the office represented are directly involved. Otherwise, the Chairperson must vacate the chair to speak on any question.
8. Only one amendment shall be entertained at one time. If the amendment be carried it shall become the substantive motion, the original motion lapsing, and there will be no necessity to put the original motion to the meeting. It will be competent, whether the amendment is carried or not, to receive other amendments, one at a time, to be decided in the like manner until the subject is finally disposed of.
9. It shall be competent at any time during a debate for a member who has not already spoken on the question before the Chair to move, without discussion "that the question be now put", on which being duly seconded and carried, shall entail the submission of the motion at once to the meeting after the mover has replied.
10. Should any question have occupied the attention of the meeting for twenty (20) Minutes, the discussion on such question shall be deemed to have closed, and the Chairperson shall forthwith call on the mover to reply, unless the meeting decides by resolution (carried by a majority of members present) to continue the discussion of the matter in question.
11. Any member dissatisfied with the ruling of the Chairperson may move a motion of dissent as follows: "That the Chairperson's ruling be dissented from". The Chairperson must then vacate the Chair and an Alternative Chairperson (determined as per Clause 16(a)) must take control of the meeting. The mover only shall speak to the motion and the Chairperson only may reply. The motion shall then be put to the meeting by the Alternative Chairperson without further discussion, in the following manner: .The question is that the Chairperson's ruling be upheld. Those in favour of upholding the Chairperson's ruling say Aye. Those against upholding the Chairperson's ruling say No.

12. Any member, with the consent of the Chairperson, may offer an explanation of any particular expression used, but most confine themselves strictly to such.
13. On all questions, and during all discussions, the member speaking shall address the meeting through the Chairperson and shall be standing.
14. It shall be competent for either the mover or the seconder of a motion to vote against it, provided however, that such intention is notified to the meeting.
15. No objections shall be made to the validity of any vote except at the meeting at which the same shall be tendered, and every vote not disallowed at such meeting shall be deemed valid.
16. In all cases where a point of order is raised, the member raising the same shall state the point of order clearly and distinctly, and if a member is speaking, such member shall sit until the point of order is decided. The Chairperson should decide the matter promptly and not allow a discussion.
17. A motion or amendment having been duly submitted to the meeting shall not be withdrawn except with the consent of the mover and seconder.
18. Any or all of the Standing Orders may, for any special purpose, be suspended by a two thirds (2/3) majority of those present at any meeting, and upon the special matter being dealt with, such suspension shall lapse.

Schedules

Schedule 1 – By-Laws

- 1.1 A member active in the District shall not be an official of any club affiliated with the PDJRL Inc.
- 1.2 Any member, having once declared their type of membership, shall advise the Executive Officer within seven (7) days of any change in membership status at any future time.
- 1.3 Members shall advise the Executive Officer in writing of any change of address or contact details within fourteen (14) days of such change.
- 1.4 Any Member Active in the District, or member of a Committee, absent from two (2) consecutive General Meetings of the Association, or four (4) General Meetings of the Association in any one year without written apology, shall be reported for misconduct.
- 1.5 Any Member of the Association who is engaged on business on behalf of the Association or Rugby League in general, at the time when a meeting or activity of the Association is being held, shall be deemed to be in attendance at such meeting or activity of the Association.
- 1.6 All Members in attendance at any meeting or training session of the Association shall sign an attendance record at the time or have their attendance listed in the relevant report to the next General Meeting of the Association.
- 1.7 Only financial Members of the Association shall be eligible for appointment to fixtures.
- 1.8 Any Member who is appointed to or present at a ground, or attending a meeting, training or event in their capacity as a referee must not wear any item of clothing that is or could be linked to a club within the District. Any member who is also a player may not wear refereeing uniforms in their capacity as a player or in the presence of their team.
- 1.9 When a Member is acting in the District, in an alternate capacity (Player, Coach, Manager, Trainer etc), their behaviour in that role is still considered as reflecting on the Association and shall be subject to the same disciplinary procedures as all Members.