



Community Rugby League Constitution Health Check

To ensure the club constitution continues to serve the purpose and objectives of the club, it is recommended that the constitution undergoes a review every two to three years

Areas to consider

- **Objects**
 - purpose
 - rules of operation
 - satisfies compliance requirements
 - ability to adapt to changes to servicing requirements of the members
- **Members**
 - application procedure
 - member eligibility
 - membership fees
 - members voting rights and responsibilities
 - disciplining or removing members
- **Board or Committee**
 - procedures for appointing & electing people
 - Committee or Board size
 - regularity of meetings
 - AGM meeting requirements
 - remuneration of Board or Committee members
 - process of admitting or removing Board or Committee members
 - establishing a system for identifying, disclosing and managing conflicts of interest across the club/association

Checklist

- A copy of the current Club constitution is on hand
- All members have access to a copy of the constitution if requested
- A Public Officer is named (this person is the Clubs representative to the ATO and responsible for the Clubs obligations under the Tax Assessment Act 1936)
- Board or Committee structure is outlined in the constitution
- Board or Committee nomination process is outlined in constitution
- 'Pre-requisites' for holding a Board or Committee position are outlined in constitution
- Is there a maximum term for Board or Committee positions outlined in constitution
- Annual General Meeting (AGM) notification rules are outlined in constitution
- Board or Committee nomination process is outlined in constitution
- Is a date specified in the constitution by which the AGM must be held
- Meeting quorum requirements are outlined in constitution
- Process if meeting quorum requirements are not met are outlined in constitution

It is a legal requirement that a club and it's members follow the rules of the constitution



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- Voting rights for AGM and General meetings are outlined in constitution
- Process for determining Board or Committee members is outlined in constitution
- Timelines for general meetings are specified in constitution
- Membership levels and definitions are outlined in constitution
- Membership admission terms are outlined in constitution
- Membership terms are outlined in constitution
- Membership rejection or termination terms are outlined in constitution
- Record keeping of member registrations are outlined in constitution
- Process for Board or Committee resignation or removal is outlined in constitution
- Process for appointing sub-committees is outlined in constitution
- Finance obligations are outlined in constitution

Reasons why your Club would need to change the constitution

- Change of structure
- Change to association operations
- Change to laws
- Changes to service provided to the members
- Changes to the affiliation requirements of the QRL
- Meet requirements for funding agreement

How your Club can make changes to the constitution

- A special resolution must be passed by members of the association at a general meeting resolving to accept amendments to the rules
- The proposal for the special resolution must outline
 - proposed changes
 - the reasons for the proposed change
 - the effect of the proposed change
- The notice of meeting must tell members that a special resolution is proposed
- The resolution needs to be supported by at least 75% of members' votes to pass (members must qualify to vote)
- Constitution changes must be lodged with the Office of Fair Trading within three months of the vote
- Seek legal advice before going ahead with changes

It is a legal requirement that a club and its members follow the rules of the constitution