

WOOLGOOLGA TOUCH
ASSOCIATION

CONSTITUTION

MAY 2002

1. TITLE

Woolgoolga Touch Association

2. DISTRICT

Woolgoolga Area

3. PATRON

- a) Shall be a person not necessarily directly associated with the W.T.A., however, is regarded to have worked towards the objectives of the W.T.A. as contained in Clause 9.
- b) Shall be a person who is regarded to be above reproach.
- c) A person proposed as a patron can only be formally adopted to this clause at an A.G.M. or S.G.M.
- d) Current patron - Nil.

4. LIFE MEMBER

- a) Shall be a person regarded to have worked towards the objectives as contained in Clause 9, over a period of Ten (10) years or more or who is deemed to have made an invaluable contribution to W.T.A.
- b) Shall be a person who is regarded to be above reproach.
- c) A person proposed as a life member can only be formally adopted to this clause at an A.G.M. or S.G.M. A nomination for life member should be with the administrator at least 1 week prior to the A.G.M. or S.G.M.
- d) Life membership shall be voted on at an A.G.M. or S.G.M. The nominee/s shall not be present in the room. The vote needs to be passed with a 75% majority for life membership to be awarded.
- e) Life members should be presented with an embroidered W.T.A. tracksuit and invited to each presentation and A.G.M. or S.G.M.
- f) Current Life Member(s): - Mike Franks; Alan Stenning.

5. MOTTO

- a) A proposed motto can only be formally adopted to this clause at an A.G.M. or S.G.M.
- b) Current Motto - Nil

6. LOGO

- a) Touch Ball in star explosion.

7. DEFINITIONS

- a) The association shall mean the Woolgoolga Touch Association.
- b) The board of directors shall mean the governing body that controls the Woolgoolga Touch Association.
- c) A director shall mean a person duly elected to the Board of directors.
- d) Annual General Meeting shall mean the meeting held in accordance with the provisions of this constitution.
- e) Special General Meeting shall mean the meeting held in accordance with the provisions of this constitution.
- f) Member - any person who is registered and financial with W.T.A.

8. ABBREVIATIONS

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| Woolgoolga Touch Association | W.T.A. |
| Woolgoolga Representative Teams | Rep. Teams |
| Board of Directors | the Board |
| Annual General Meeting | A.G.M. |
| Special General Meeting | S.G.M. |
| Australian Touch Association Inc. | A.T.A. |
| New South Wales Touch Association Inc. | N.S.W.T.A. |

9. OBJECTIVES

The objectives of the association are to always be a NON-PROFIT organisation with excess funds to be used in the following pursuits: -

- a) To encourage, foster, promote, develop, extend, govern and control the game of Touch in the Woolgoolga Area.
- b) To promote, hold and control meetings, competitions and knockouts and encourage Woolgoolga representative teams.
- c) To affiliate with and co-operate with and adopt the rules of the N.S.W.T.A. and A.T.A.
- d) To obtain and maintain playing fields and amenities in the Woolgoolga Area.
- e) Maintain a viable canteen, including Liquor Licence (refer Clause 14D), to assist in financing these objectives.
- f) No Director or Member shall gain any financial benefit from W.T.A. funds. The Woolgoolga Touch Association is prohibited from paying dividends, or distributing profits or income, to its shareholders or members.

10. ANNUAL GENERAL MEETINGS

- a) Date of A.G.M.
The A.G.M. shall be held not more than 2 months after the end of the financial year. This being the conclusion of the Summer competition. The A.G.M. is to be advertised with at least 2 weeks notice. Nominations for positions on the Board are to be with the Administrator 7 days before the A.G.M.
- b) Venue
The A.G.M. shall be held in a public meeting place or licensed club.
- c) Agenda
The agenda shall be prepared by the administrator and run in accordance with the constitution.
- d) Method of Voting
 - i) Election of Office:
Shall be by show of hands or division unless a secret ballot is called for. This may be moved from the floor.
 - ii) Other matters:
Voting shall be by a show of hands or division unless a secret ballot be demanded before the motion is put to the vote.
 - iii) A returning officer is to be appointed, from the floor, before any elections proceed.
- e) Quorum
A quorum shall consist of a minimum of 10 members.
- f) Notice of Motion
* Notice of Motion to amend, add to or repeal any resolution shall be given in writing to the Director of Administration, signed by its proposer and seconder and shall specify the particular resolution or clause which is to be proposed to be amended, added to, or repealed.
* Any such motion shall not be put to the meeting unless the Director of Administration has been given at least 7 days notice, of the motion to be put, prior to the meeting.

* Any such motion shall be declared lost unless at least 75% of those present and eligible to vote, vote its adoption.

* Where 75% of the number present and eligible to vote at the meeting represents a whole number plus a fraction, the number representing 75% shall be for the purpose of this constitution the next highest whole number.

* Once a notice of motion is defeated, no further notice of motion designed to affect the same ends shall be considered until the next A.G.M. or S.G.M.

* On any matter of urgency, the Chairman (President) may waive the requirement of 7 days notice as to the notice of motion if 75% of those present and eligible to vote, vote for its waiver.

g) Discussion of Notice of Motion

* Members will be allowed to speak only to a question but may arise to a point of order or to correct a misstatement but no second speech shall be allowed when speaking to an amendment.

* The proposer of a motion shall be allowed 5 minutes to speak, all other speakers 2 minutes.

* The proposer shall also be given the right of reply with a maximum of 2 minutes prior to the motion being put to the meeting.

* No more than two members shall speak in succession or total on either side of the motion.

* At the conclusion of the second speakers remarks if a member does not rise to speak against the motion, the motion shall be put to the meeting.

* Any decision or ruling by the chairman may be dissented from and overruled by at least 75% of those present and eligible to vote, but a motion to dissent from the chairman's ruling can only be spoken to by the dissentient who shall be allowed 2 minutes.

h) Eligibility to be nominated

* All registered players, coaches, and managers from financially registered teams as at the date of the A.G.M. or S.G.M.

* All life members.

* For a person to be nominated they cannot be in a state of Bankruptcy or Insanity.

i) Eligibility to vote

* All registered financial members.

* All life members.

j) Eligibility to attend

* All registered players, coaches, and managers from financially registered teams as at the date of the A.G.M.

* All life members.

* Guests that are nominated by the Board of Directors.

* A person cannot attend if they are in a state of intoxication.

k) Application from Nominees

* A person wishing to nominate must apply in writing.

* The application form must be returned to the Director of Administration 7 days prior to the A.G.M.

* The Board of Directors is to vet all nominations before the A.G.M. to verify their eligibility.

* If the maximum number of nominees are not obtained 7 days prior to the A.G.M. then the Chairman (President) may allow the acceptance of nominations after that date to allow the prescribed number of directors to be achieved, even from the floor of the meeting.

l) Scrutiny of entry to A.G.M.

* The board shall appoint 2 door scrutineers and their responsibility is to ensure that: -

i) Eligible people attending the A.G.M. complete the register of attendance prior to the meeting.

- ii) That only eligible people do attend.
 - * The 2 door scrutineers must also be eligible to attend.
 - * The door scrutineers if eligible can vote except if they are also returning officers.
- m) Returning Officers
 - * The board shall appoint 1 returning officer who shall be responsible for:
 - i) The collection and counting of ballot forms where required.
 - ii) The counting of votes where a show of hands is required
 - * The returning officer will also be solely responsible for the destruction of ballot forms.
 - * The board may appoint 1 or 2 assistant returning officers if deemed necessary.
 - * Returning officers can not vote.
- n) Destruction of Ballot Forms
 - All forms relating to ballot, must be destroyed immediately upon completion of announcement of the elected directors.
- o) Result of total number of votes per Nominee.
 - The total number of votes achieved by the individual nominees shall not be made public to either the elected directors, unsuccessful nominees or assembly.
- p) How to Vote if a secret ballot is required
 - * Eligible voters must place a tick in the box adjacent to nominees they are voting for.
 - * the total number of ticks must not exceed the specified number of directors to be elected.
- q) Informal Vote
 - A ballot shall be declared informal and thus discarded if: -
 - i) It bears more than the required information.
 - ii) It bears written remarks.
- r) Principal of Voting
 - * The principal of voting is to elect a maximum of seven (7) directors to form a Board of Directors.
 - * If it is the case that only 7 or less but more than 5 nominees inclusive, nominate for the election as at the closing date, then those nominees are declared automatically elected unopposed and will form the Board.
 - * There will be no preferential voting.
 - * To elect a Chairman (President) and 6 other Directors.
- s) Equal number of votes achieved
 - * If nominees have equal votes, the returning officer shall advise the chairman of the fact prior to announcing the elected directors.
 - * The chairman shall then request the returning officer to announce the names of the clearly elected directors and commence a re-election of the nominees that have an equality of votes. This will be completed again as per clause 10 d).
 - * In the event of the original result being unchanged then those nominees whether being two or more shall be declared elected thus increasing the number of the board beyond (7).
- t) Absentees
 - * A person who is absent from the meeting but who has nominated for election can still be eligible for election.
 - * A person eligible to vote but who is not in attendance cannot cast a vote whether by mail proxy or other means.
- u) Format of election to office
 - * The chairman shall thank all retiring directors and request the assembly to show their appreciation.
 - * The chairman shall then request all current directors to stand down and take their place in the assembly.
 - * The current chairman or in his or her absence an elected chairman from the assembly shall continue to control the meeting until closure.

- * At the same time the chairman shall request the current Director of Administration or in his or her absence an elected secretary from the assembly to continue to record the minutes.
- * The chairman shall then read out the names of the nominees and in so doing request them to take their place at the front of the assembly.
- * Once all nominees have been called, the chairman shall request the nominees to return to their position in the assembly
- * The chairman shall then request the returning officer / so to commence the distribution of the ballot forms to the eligible voters.
- * On completion of voting the chairman will call upon the returning officer/s to collect and count the ballot forms.
- * Once counting has been completed the chairman will request the returning officer to announce the elected directors.
- * As the elected directors are announced they will take their place at the front of the assembly.
- * The chairman will then request the assembly to show their appreciation.
- * The result of the elections may be made known by utilising the notice board and / or local newspapers.
- * A Public Officer shall also be appointed at the A.G.M.

11. A) Powers of the Board

- * The affairs of the W.T.A. shall be under the control of the board which shall have the power to elect or appoint sub - committees and to define responsibilities.
- * Unless otherwise expressly stated herein, any of the powers of the board conferred by this constitution may be delegated by the board to sub - committees.
- * Individual board members have the power to perform their duties in accordance the constitution.
- * An individual director's ruling or decision can be over-ruled as a result of a board meeting.
- * The board can expel or de - register a player, team, coach, manager or spectator from the park because of misconduct that is considered not in the spirit of the game of TOUCH.
- * The board has the power to obtain existing and prior records of the W.T.A.
- * **All matters not contained in this constitution will be determined by the board.**

B) Chairman (President) of the Board

- * Shall arrange the times, dates, venues, agendas and chair all meetings in accordance with the constitution.
- * Shall ensure that a constitution is present at all meetings.
- * Shall have a casting vote on all matters, subject to the provisions of this constitution.

C) Director of Administration

- * Shall be responsible for the recording and production of all minutes, correspondence and records at all meetings contained within the provisions of this constitution.
- * Shall be responsible for the running of all competitions.

D) Director of Finance

- * Shall be responsible for holding and maintaining accounting and financial registers and records.
- * Shall be responsible for W.T.A. funds and W.T.A. Trust Funds.
- * Shall be responsible for the production of financial statements and budgets at all meetings contained within the provisions of this constitution.
- * Shall be responsible for obtaining and controlling sponsorship funds for W.T.A. and Rep. Teams subject to the provisions of this constitution.

- E) Director of referees
- * Shall assign referees to games during competitions.
 - * Shall be responsible for running referee's courses and developing current referees.
 - * Shall keep records of referee appointments.
 - * Shall sit on any judiciary or complaints panel.
- F) Designated Positions
- * The title or name for directors' duties may be changed to suit the time, but for the exception of the following: -
 - The Chairman (President)
 - The Director of Administration
 - The Director of Finance
 - Director of Referees
- G) Other Duties
- * May include such positions as: -
 - Director of Coaching and Rep. Teams
 - Assistant Director of Referees
 - Publicity Officer / Scorekeeper
 - Social Secretary
 - Junior Coordinator
- H) Agendas (other than the first meeting)
- * Board meeting agendas shall be prepared by the Director of Administration.
- I) Voting
- * On all matters other than a No Confidence vote and filling a vacancy, a result shall be obtained by a Majority Vote.
 - * In the case of a No Confidence vote and filling a vacancy, a 75% majority vote is required for the motion to be carried. If 75% represents a whole number plus a fraction then the next highest number is to be used.
 - * Voting shall be by a show of hands or division unless a secret ballot be demanded before the motion is put to the meeting.
 - * The chairman shall only have a casting vote.
- J) Quorum
- * A quorum shall be 4 directors of the board.
 - * In the case of an urgent meeting the chairman may call a meeting utilising 4 directors (chairman inclusive). However, efforts should be made to obtain other or all directors.
 - * In the case where it is necessary to hold an urgent meeting it is the Chairman's responsibility to inform missing directors of the proceedings of the meeting.
 - * Under normal circumstances all directors are to be informed and invited to the meeting.
- K) Vacancies on the Board
- * A director's position may be declared vacant by the chairman in the following circumstances: -
 - i) Failure to attend 3 consecutive board meetings during the A.G.M. period and without leave of absence. Leave of absence may be granted after the event.
 - ii) A director dies, falls into a state of insanity or bankruptcy
 - iii) Resigns or is no longer eligible under Clause 10 (h).
 - iv) If a No Confidence motion is carried.
- L) Filling the Vacancy
- * The board may fill the vacancy by appointing an eligible member. That member shall be given and obtain full director's powers until the next A.G.M. or S.G.M. Duties that the new director shall obtain are at the discretion of the board.

- M) Guests
 - * A director may invite a guest whether eligible or not eligible to attend, however must advise the chairman prior to the commencement of the meeting.
- N) General
 - * The board is required to hold formal meetings for all competitions held to discuss all matters relevant or pertinent to the running of the competition.
- 12. Financial Year
 - * The financial year will commence with the start of the Winter Competition and finish with the conclusion of the Summer Competition.
- 13. Accumulated Funds
 - * Accumulated funds may be dispersed in accordance with the objectives of the association as in Clause 9.
- 14. Sponsorship (Monies, uniforms, trophies, etc.)
 - A) Association
 - The board shall be solely responsible for obtaining and dispersing sponsorship proceeds in accordance with Clause 9.
 - B) Representative Teams
 - The board shall be solely responsible for obtaining and dispersing sponsorship proceeds in accordance with Clause 9.
 - C) Teams or Players
 - It is the individual team and/or players responsibility to obtain their own sponsorship. However, the board reserves the right to decline sponsorship if that sponsorship reflects an image that is detrimental to the spirit of the game and the sport.
 - D) Liquor Licence
 - The Association will apply through the Courts for an appropriate liquor licence. The profits from any such or related liquor sales will be used towards:
 - 1) Ground improvements.
 - 2) Developing representative teams and junior players in accordance with Clause 9.
- 15. Registration Fees
 - * Each team and / or player is required to pay registration fees as determined by the board
- 16. Registration Sheets
 - * All teams / players shall complete a registration sheet and must produce the said registration sheet prior to the start of the first round of each competition.
- 17. Team Replacements
 - * A team cannot obtain a replacement player from another team.
 - * Players can only play one game in one division of that competition.
- 18. Registering New Players
 - * A team can register new players up to and including the halfway point of the competition. However, in exceptional circumstances the board may allow registration of new players after the halfway point.
- 19. Competition in General
 - * The commencement and conclusion of a competition and the number of teams in each division is to be determined by the board.

20. Judiciary
* If required will consist of: Chairman (President); Director of Referees and an independent person nominated by the board. This panel will be convened in accordance with A.T.A. guidelines.
21. Uniforms
* All teams must be fully outfitted in their respective uniforms (tops and shorts) before the commencement of round 3. Any player not in full uniform after that date cannot take the field of play unless prior approval has been granted by a director.
21. Interpretation of the Constitution
* Any question as to the interpretation of this constitution shall be referred in writing, for determination by the board. Decision shall remain binding for all W.T.A. members.
22. Alterations to the Constitution
* Deletions, amendments, and additions to the constitution can only be accepted at an A.G.M. and requires a 75% majority vote.
23. Special General Meeting
- A) Date of S.G.M.
* An S.G.M. must be held no later than 14 days after the receipt of the written request under the proviso that the request is in accordance with the constitution.
 - B) General
* An S.G.M. is to be controlled in terms of Clause 10.
 - C) Request for an S.G.M.
* Any request for an S.G.M. must be in writing from an eligible member and must state the following: -
 - i) Reason(s) for the request.
 - ii) Bear the names, teams, and signatures of at least 33% of other eligible members.