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REDLANDS TOUCH ASSOCIATION BY-LAWS

Approved: 20/11/2014

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Record of Variations

Variation	Approved by BOM	Completed
8 - Volunteer Management	Minutes 21/02/2015	22/02/2015
5(b) – Board of Management	Minutes 9 th March 2017	16/03/2017



Introduction

The association's Constitution outlines the critical elements of our association under legislation as an incorporated not for profit entity in Queensland. These include the name, purpose, powers, membership, officers and election, meetings, quorum, conduct of meeting, processes for financial surety, use of the Common Seal and amendments.


Any proposed constitution changes must be presented to the general membership and voted upon, then submitted to the Office of Fair Trading for approval and registration.

The By-Laws represent a companion document that states the rules for day to day operation of the association in line with the constitution and to meet the needs of the organisation as a whole.

Under Rule 42 of the Association's legal Constitution:

- (1) The Board of Management may make, amend or repeal by-laws, not inconsistent with the Constitution, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

The constitution and by-laws adopted by a club constitute a binding contract between the club and its members. There is a presumption that every member of the club is acquainted with its rules.

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1. Name, Rules, Powers By-Law

As described by Rules 2-4 of the Association's adopted Constitution.

2. Membership & Voting By-Law

The association's constitution designates the types of ordinary members of the club.


Ref	Category	Definition	Voting Rights
a.	Junior	Person under 18 who is registered to play Touch with the association.	No
b.	Senior	Person over 18 who is registered to play Touch with the association or acts in an official capacity as an accredited referee or coach.	Yes
c.	Parent/Carer	Parents or guardians of junior players. One vote only per family, to be advised to the Secretary prior to general meeting.	Yes
d.	Associate	Person who has an interest in the game of Touch or the association but does not participate in the sport.	Yes
e.	Life Member	Person awarded life membership of the association according to the process outlined in the by-laws.	No
f.	Corporate Member	Person or organisation that supports the association through sponsorship, advertising or other corporate arrangement.	No

The Board of Management will formally accept members at any or all of their meetings throughout the year. Only members who have been accepted in this manner will be entitled to vote according to the association's constitution:

- a) **One Vote rule** – Members are entitled to a maximum of one vote per person, regardless of the number of membership categories in which they may be eligible
- b) **Senior membership** – Any senior player registered to play with Redlands Touch in either or both seasons in the current financial year will become a Senior Member of the association and will be entitled to a vote at any general meeting.
 - x Senior members must be financial with the Club to vote.
 - x Sign/team registration on lists will be accepted at Board of Management meetings.
 - x Team fees for Junior and Senior competition members will be set by the Operations Manager each season with approval of the Board of Management.



- c) **Parent/Carer membership** – Parent/Carer members who intend to attend and vote at a general meeting must advise the Secretary following receipt of a notice of general meeting and in the format decided on by the current Board of Management.
 - x Parents/carers exercising their right to vote must be parents/carers of a financial Junior playing at the club.
 - x Only the advised Parent/Carer representative will be entitled to vote at the meeting and alternates are not allowed under this By-Law.
 - x Lists of authorised Parent/Carer representatives must be accepted by the Board of Management prior to being entitled to vote.
- d) **Associate membership** – Associate members must complete an application form in the format decided by the Board of Management and pay a fee determined by the Board of Management.
 - x Only those members who have been accepted at a Board of Management meeting will be entitled to vote.
 - x Associate membership fees are set by the Board of Management at:
 - \$10.00 p.a. if registered in the 6 months immediately following an AGM (April-Sept);
 - \$50.00 p.a in the 6 month period immediately preceding an AGM (Oct-March).
 - x Associate members must be financial for a minimum 60 days prior to the date of the AGM to be eligible to vote.
- e) **Transfer and acceptance of membership, membership termination and appeal process, use of membership information and register of members will be in accordance with Rules 6-14 of the Constitution.**
- f) **Life memberships are described separately in these By-Laws.**

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Registration of Parent/Carer Vote

In accordance with Redlands Touch Association Membership & Voting By-Law

I, as parent/carer of one or more registered, financial Juniors in the current financial year, wish to register my vote for the meeting described below:

- Annual General Meeting Special General Meeting

To be held at the Redlands Touch Association Clubhouse on:

Date:.....

* I understand that I will be entitled to ONE vote on each motion and that alternates/proxies are not allowed under the Constitution and By-Laws.

* I understand that this form must be submitted at least 24 hours prior to the advertised meeting start time, to allow for validation and acceptance of my registration for a Parent/Carer vote.

Signed:

Print name: Contact No:

Office use only: *Date/time received:*

Receiving Officer:



Application for Associate Membership

In accordance with Redlands Touch Association Constitution & By-Laws

I, the undersigned, as someone with an interest in the game of Touch at the Redlands Touch Association but who does not actively participate in the sport, wish to apply for **Associate Membership** under the terms of the Constitution and By-Laws.

Full name: _____

Address: _____

Contact details: Telephone: _____

Mobile no: _____

Email: _____

Applications for Membership must be proposed by 1 member of the Association and Seconded by another member of the Association:

Proposer: **Contact No:**

Secunder: **Contact No:**

Declaration:

* I declare that I have attained/am over the age of 18 years at the time of application.

* I have paid the prescribed membership fees as set by the Association in the Association By-Laws:

- \$10.00 p.a. if registered in the 6 months immediately following an AGM (April-Sept);
- \$50.00 p.a in the 6 month period immediately preceding an AGM (Oct-March).

*I understand that I must be a financial member for a minimum 60 days prior to the date of an AGM to be eligible to vote.

Signed: Date:

Office use only: Date received: Date Paid:



3. Life Membership By-Law

a) Nominations:

- x Nominations for Life Membership must be made in the format decided on from time to time by the Board of Management.
- x The Nominee must be nominated and seconded by existing financial members of the Association one of which must be an active member. Length of membership alone is not an appropriate reason for life membership.
- x The Nominee for Life membership must have given a minimum of 10 years continuous membership or continuous service with the club, unless exceptional circumstances can be cited.
- x The Nomination must articulate the reasons why Life Membership is considered appropriate and where possible, specify examples of work or involvement which has significantly progressed the club should be cited. Nominations must reach the club Secretary no later than two (2) weeks before the AGM

b) Process:

- x All Nominations are to be treated with the strictest of confidence.
- x Once having received a nomination the club Secretary must convene the Assessment Committee which may consist of a minimum of three (3) Board of Management members & one (1) current Life Member, (if possible) to scrutinise all valid nominations.
- x The Assessment Committee will prepare a report on each nomination summarizing the successful or unsuccessful nominees.
- x The Executive Committee will consider only nominations made in the period since the Last Annual General Meeting.
- x These reports are required to reach the last General Meeting before the end of the current playing season to be ratified.
- x Successful Nominees' will be presented with their Life Membership status of the club at the end of season Presentations.

c) Criteria for Consideration:

- x Verify date nomination was received – must be no later than (2) weeks prior to the Annual General Meeting.
- x Verify that both proposer and seconder are financial members of the club and that one is an active member.
- x Verify that the nominee is a financial member or active supporter of the club.
- x Verify that nominee has been a continuous financial member or active supporter of the club for the minimum of 10 years.
- x Less than 10 years may be considered if exceptional circumstances are involved.




- x Satisfy yourself that the work and or involvement indicated has significantly progressed the Club's development.
- x Nomination to be decided by majority vote of Assessment Panel.
- x The decision is final and if a nomination is not endorsed by the Assessment Panel an additional nomination could be submitted in future financial years.

d) Presentation:

- x An Official Life Membership Certificate will be presented at the end of the current playing season or on Presentation Night.
- x The Life Members Name will be displayed on the club website.
- x The Life Members Name will be added to the club's archives of Life Members.
- x The Life Members Membership fee will be waived indefinitely.

e) Forfeiture of Life Membership:


- x Life Membership is absolutely forfeited upon any failure to observe any by-laws or constitutional requirements and will be forfeited upon the passing of a special resolution for the removal from Life Membership for reasons not limited to but as bringing the name of the club into disrepute.

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4. Appointment and removal of Secretary

- a) In accordance with Rule 15, sub-rule (1)(b)(iii) **the Board of Management appoints the Operations Manager to act as Secretary of the association.**
- x Under this Rule & sub-rule the Secretary is not a member of the Board of Management but attends Board of Management meetings in a non-voting capacity to fulfil the duties of Secretary.
 - x Under Rule 16 the Board of Management may at any time remove the person appointed to the role of Secretary.
 - x Under Rule 17 the secretary's functions include, but are not limited to—
 - calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President
 - keeping minutes of each meeting
 - keeping copies of all correspondence and other documents relating to the association
 - maintaining the register of members of the association.

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5. Board of Management By-Law

- a) **The Board of Management operates in accordance with Rules 18-26 of the Constitution.**
- b) As at Rule 18 sub-rule (1), **the Board of Management includes three (3) members named as:**
- x Junior's Representative
 - x Senior's Representative and
 - x Referee Representative.
- c) Under Rule 22 sub-rule (2) **the Board of Management allows Board of Management members to act as paid contractors to the Association** provided that:
- x The Board of Management member/s declares their interest in any financial contracts under discussion and this interest is recorded in the Minutes (Refer to Conflict of Interest Policy)
 - x The Board of Management member/s abide by Rule 23 sub-rule (8) which states "A member of the Board of Management must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted."
 - x The vote is supported by two-thirds of all voting Board of Management members.
- d) **Responsibilities for each Board of Management position are described generally, but not limit to, the following:**

President	<ul style="list-style-type: none"> x Possess the leadership skills, knowledge and/or experience necessary to be effective as an executive member x Provide leadership to the organisation to ensure [in partnership with the BOM] that the objects, goals and mission are being followed in line with the Constitution. x Ensure legislative requirements of the organisation are met x Oversee [in partnership with the BOM] the regular review and development of the Strategic Plan x With the Secretary, prepare agendas for BOM meetings, AGMs & Special General Meetings x Chair Board of Management meetings according to Constitution & By-Laws x Rule on issues of meetings procedure not covered in the By-Laws x Report to the Annual General Meeting on the situation of the organisation. x Serve on sub-committees as required x Represent the organisation to the public.
Vice President	<ul style="list-style-type: none"> x Possess the leadership skills, knowledge and/or experience necessary to be effective as an executive member x Assist the President in all prescribed duties x Undertake the role of Acting President during planned or unplanned absences of the President greater than 2 weeks duration.




Secretary	<ul style="list-style-type: none"> x Possess the skills and/or experience necessary to be effective as Secretary x keep the register of members x send and receive letters, emails or other documents x advise the president or treasurer about urgent matters that arise from letters or other documents x take nominations for the committee x advise members about meetings, call and convene all meetings x prepare the agenda x gather and present any relevant documents x take and keep of minutes of meetings
Treasurer	<ul style="list-style-type: none"> x Possess the skills, knowledge and/or experience necessary to maintain effective financial management of the association x keep and maintain an asset register for the association x manage the petty cash balance & keeping the petty cash book up-to-date x oversee documentation of all payments including receipts, invoices and statements x maintain all deposit and cheque books x ensure that the committee approves or ratifies all payments made x Keep track of payments received and made in MYOB x Present financial reports to the management committee x Ensure all financial documents are ready for audit and that the audit takes place x Present the financial position of the organisation to the membership at the AGM.

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6. Sub-committee By-Law

- a) Under Rule 27 sub-rule 1 the Board of Management may appoint one or more subcommittees to help with the conduct of the association's operations.
- x The Board of Management will call for Expressions of Interest from members to act on sub-committees for specific purposes.
 - x Appointments to sub-committees will be made by an Assessment Panel consisting of 1-2 Board of Management members and 1-2 association members. Panel members should have minimal conflicts of interest in selections and must declare any conflicts that exist.
 - x Sub-committee members will be appointed for fixed term. Sub-committees may be disbanded at the end of the fixed term, continued or reinstated in accordance with the Board's needs.
 - x The Board of Management will outline the scope and responsibilities of the sub-committee for the fixed term. These responsibilities may change from time to time as determined by the Board.
 - x At any time the Board of Management may remove a sub-committee member. Disqualified sub-committee members may appeal disqualification and the process followed for appeals will align with processes as outlined in the Member Protection Policy or under the appeals process for membership termination as described in the Constitution (Rule 11-12).
 - x Sub-committee meetings must be minuted in accordance with club processes and Minutes and reports must be presented to and accepted by the Board of Management.
 - x Any decision, policy or expenditure recommended by the sub-committee should be approved by the Board of Management prior to actioning.
 - x All financial decisions must be recorded in the Minutes and approved by the Board prior to expenditure.

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Representative Sub-Committee – Responsibilities & Authorisations

The Representative Sub-committee has been actioned by the B.O.M to assist with matters within the representative scope of the Association. The representative scope is defined as the Junior Representative Program, Senior Representative Program and Redlands Crushers.

- x Sub-committee members are appointed by the B.O.M in September/October annually through an accountable selection process as described in By-Law 8 (Appointment & Management of Volunteer Officials). The term of appointment is 12 months.
- x General criteria for appointment of committee members may include (but are not exclusive or necessarily limited to): experience with the representative program/s; past experience with sub-committee/s; willingness to volunteer time; and involvement with the Association (both past and current).
- x The Representative Sub-committee is responsible for:
 - Proposing updates in uniforms for representative players and officials to the BOM for approval
 - Assisting administration in coordinating tournaments held at Redlands, including recruitment and management of volunteers for the events (canteen, carparking, toilets etc)
 - Locating sources of income through fundraising and sponsorship (approved through the BOM) to assist with reducing player costs for uniforms and other representative expenses
 - Providing feedback and input into representative matters including organisation of musters, selection of players and other matters related directly to successful management of the representative seasons
 - Sourcing and proposing selectors to the BOM
 - Being involved in discussions relating to representative matters
 - Developing and supporting a framework to assist Junior and Senior players into representative touch football.
- x The Representative Sub-committee has authorisation to:
 - Develop a budget for approval by the Board
 - Set dates (through Administration/BOM) for muster days and club training days
 - Organise end of season award ceremonies (within the budget set by the BOM)
 - Organise Muster Days (through Administration) including field allocations, selector allocations (following selector approvals by BOM), online registrations and all other matter directly related to muster day
 - Undertake basic disciplinary action on players and officials (excluding referees) who breach the Code of Conduct or direct instruction from the BOM (such as uniform expectations).

Current as at BOM Minutes 18/12/2014



DRAFT Redlands Crushers Sub-Committee – Responsibilities & Authorisations

The Redlands Crushers Sub-committee has been actioned by the B.O.M to manage the practical delivery of Redlands Crushers Teams in the Brisbane based Metro Cup.

As the legally incorporated body, RTA is the nominated Club in the Brisbane competition, playing as Redlands Crushers. Redlands Crushers is the recognised pathway for senior Redlands players to play in the elite competition and the official development pathway for Redlands Touch junior representative players.

- x Sub-committee members are appointed by the B.O.M in (month) annually through an accountable selection process as described in By-Law 8 (Appointment & Management of Volunteer Officials). The term of appointment is 12 months.
- x General criteria for appointment of committee members may include (but are not limited to): experience with the Brisbane Metro Cup and/or Redlands Crushers program; past performance; past experience with sub-committee/s; commitment to developing and supporting Redlands Touch players; and other involvement with the Association (both past and current).
- x **The Redlands Crushers Sub-committee is responsible for:**
 - Ensuring all activities are in line with Redlands Touch Association policies and procedures and support the intent of the program as a development pathway for Redlands players (By-Law 9)
 - Coordinating Expressions of Interest for coaches in line with the Association's Appointment & Management of Volunteer Officials By-Law
 - Coordinating Redlands Crushers muster dates and activities; proposing selectors for BOM approval; proposing squad selections for BOM approval; and day to day administration and management of teams related directly to successful management of the Metro Cup season
 - Ensuring all players meet the eligibility criteria for inclusion in the Metro Cup under the COE.
 - Proposing updates in uniforms for Redlands Crushers players and officials to the BOM for approval
 - Recruitment and management of volunteers for fundraising activities and events (canteen, car-parking etc)
 - Proposing and conducting development activities as approved by BOM.
- x **The Redlands Crushers Sub-committee has authorisation to:**
 - Develop a season budget for approval by the Board
 - Set dates (through Club Administration) for muster days and development days
 - Organise Muster Days, selectors (as approved by BOM), online registrations and all other matters directly related to muster days
 - Finalise squads for approval by BOM
 - Organise end of season award ceremonies (within the budget)
 - Undertake basic disciplinary action on players and coaches (excluding referees) who breach the Code of Conduct or any direct instruction from the BOM (such as uniform expectations).

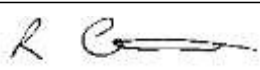


7. Annual General Meeting By-Law

- a) The Secretary shall call all general meetings according to Rules of the Constitution (Rule 30-31 & 35) using the following timeline below as a guide.
- b) Conduct of all general meetings will be in line with Rules 33-41 of the Constitution.

Timeline for calling general meetings:

4 weeks prior	<ul style="list-style-type: none"> x Notice of Meeting to be sent to all members via email and a notice placed at the club. x Notice to include Board of Management positions vacant for the coming year and nomination form including the level of public liability insurance provided by the club. x Send out notice of applications open for life membership.
2 weeks prior	<ul style="list-style-type: none"> x Written nominations to be received by the Secretary or electoral officer appointed by the Board of Management.
7 days prior	<ul style="list-style-type: none"> x A list of candidate names in alphabetical order, with the names of the members who nominated/seconded each candidate, must be posted on the Association website and in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting. x A copy of the meeting agenda including notice of all business to be discussed or conducted.
At the meeting	<ul style="list-style-type: none"> x An attendance register including the names and signatures of all members who will vote at the meeting. x A report on the work accomplished by the Board of Management or key volunteers which may be either a President's report or a combination of several reports will be submitted or made to members. x An audit or financial report according to the requirements of the Associations Incorporations Act. x An election of officers for the Board of Management. Where only one written nomination is received the nominee will be elected unopposed. Where more than one nomination for any position is received a ballot to take place according to the association's constitution and where no written nominations have been received nominations may be taken from the floor. x A set of minutes of meeting will be taken.
Following the meeting	<ul style="list-style-type: none"> x Send appropriate annual report to Office of Fair Trading.

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8. Appointment & Management of Volunteer Officials By-Law

Under Rule 42 the Board may make, amend or repeal by-laws, not inconsistent with the Constitution, for the internal management of the association.


a) Appointment of volunteers to positions of representative value must be conducted through an accountable selection and appointment process.

Volunteer positions of representative value include:

- Representative Coaches and Assistant Coaches for junior and senior teams
 - Coordinator roles (e.g. Coaching, selecting, refereeing)
 - Appointees to external committees (e.g. Steering Groups)
 - Other representative roles as identified from time to time.
- x The Board of Management will appoint an Assessment Panel consisting of 1 Board member and 1-3 association members or technical representatives (ie. QTA personnel).
 - x Panel members will be selected based on relevant knowledge/experience, must have minimal conflicts of interest in the selection process and must declare any conflicts that exist prior to or arise during the selection process.
 - x The Board of Management will call for Expressions of Interest from suitably accredited/qualified members for specific volunteer roles. Criteria will be developed for the purposes of expressing interest.
 - x The Assessment Panel will review all applications and make recommendations to the Board of Management for appointments based on the defined selection criteria. Appointments are not official until accepted by the Board and then by the appointee/s.

b) Appointment of volunteers to positions of representative value must be fair and equitable and in the best interests of association members.

- x Appointments will be for fixed term decided by the Board of Management or relevant sub-committee and approved by the Board.
- x The Board of Management or relevant sub-committee will outline the scope and responsibilities of each volunteer role. These responsibilities may change from time to time as determined by the Board or relevant sub-committee and approved by the Board.
- x Volunteers should be taken through an induction process to ensure understanding of their role and the relevant Association policies (including the Code of Conduct policy and Child and Youth Risk Management policy). Failure to do so may result in immediate removal of the volunteer from their role.
- x In the interest of member protection, equity and fairness, volunteer coaches may not exceed a period of 2 consecutive seasons with an identifiable cohort of junior players. This is to enable representative players to experience a range of coaching styles & approaches.
- x The Board of Management may remove appointed volunteers from their role at any time. Volunteers may appeal and the process followed for appeals will align with processes as outlined in the Member Protection Policy.

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9. Redlands Crushers By-Law (DRAFT 1)

Under Rule 42 the Board may make, amend or repeal by-laws, not inconsistent with the Constitution, for the internal management of the association.

The Redlands Crushers initiative is a coming together of Redlands Touch Association players, coaches and resources with the respected Crushers Touch, who were a foundation member of the Brisbane Cobras Cup (now Brisbane Metro Cup).

The partnership between Redlands Touch Association and Crushers began in 2012 with the intent of expanding pathway options for Redlands players, to expose them to elite opportunities previously unavailable to them.

- x **As the legally incorporated club, Redlands Touch Association is the eligible Club entered in the Brisbane competition (Metro Cup COE), playing as Redlands Crushers.**
- x **Redlands Crushers is the recognised pathway for senior Redlands players to play in the elite competition and the official development pathway for Redlands Touch junior representative players.**

By-Law 9 (a) - Appointment of volunteers to Redlands Crushers sub-committee and coach/manager positions must be conducted through an accountable selection and appointment process.

- x The selection and appointment process is outlined in 'Appointment and Management of Volunteer Officials By-Law 8 (a)'.
- x All Redlands Crushers volunteers appointed to positions by the BOM are subject to the conditions set out in By-Law 8 (b) and all Redlands Touch policies and procedures.

By-Law 9 (b) - Selection and appointment of players to squads will align with the selection processes of the Redlands Touch Association and support the intent to develop pathways for Redlands senior and junior representative players:

- x Players must be members of the incorporated body to be eligible to play (Metro Cup Conditions of Entry)
- x It is the expectation that all Redlands Crushers players will play in Redlands Touch competitions in Season 1 & 2 to be eligible for selection.
- x Senior players may apply for dispensation through the BOM (work constraints only) but if approved, must still meet eligibility criteria for another membership category to qualify for inclusion (Metro Cup COE).
- x Junior players are not eligible for dispensation for any reason and must be actively playing at Redlands Touch.
- x Redlands Junior representative players are given priority for development and inclusion, over non-Redlands junior players. From (date), junior players who are not members of Redlands Junior Rep teams may only be included where numbers are insufficient to form teams.
- x Players may be removed from squads by the Club at any time where conditions are not met.
- x All players, coaches and officials are subject to Redlands Touch policies & Code of Conduct.