

Australian Capital Territory Junior Rugby Union (Incorporated)

BY LAWS

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AUSTRALIAN CAPITAL TERRITORY JUNIOR RUGBY UNION (INCORPORATED)

BY LAWS

1. SELECTORS, COACHES AND MANGERS

- (A) Nominations and/or applications for the position/s of selectors (at least three for each grade or group of grades) and coaches will be received at the Annual General Meeting and up to and including the March meeting of the Council.
- (B) The Council will consider all nominations and/or applications and decide the members in the panel/s and shall announce its decision no later than fourteen days after the March meeting of the Council.
- (C) Conditions contained in (a) and (b) above will also apply to the appointment of managers of Australian Capital Territory Junior Rugby Union (Incorporated) teams.
- (D) Exceptions to this shall only be permitted where selectors, coach/s or managers are required to be appointed for other grades. The appointment/s will be made by the Council.

2. ABSENTEES

A member of the executive may be removed from office if he absents himself from three consecutive Council meetings.

3. NOMINATIONS

Nominations for all positions of office bearers of the Australian Capital Territory Junior Rugby Union (Incorporated) are to be in the hands of the Honorary Secretary no later than five days prior to the date of the Annual General Meeting, signed by the proposer, seconder and nominee. The proposer seconder and nominee shall be members of affiliated bodies.

In the case where insufficient nominee/s for the required position/s is/are received within the prescribed time, nominations shall be taken from the meeting provided that in the case where further applications have to be called, the those nominated in writing shall be declared elected and where necessary, a ballot shall decide the remaining positions.

4. STANDING ORDERS

- (A) Order of Business of Meetings
 - (i) Apologies
 - (ii) Confirmation of Minutes or Previous Meetings
 - (iii) Business Arising from the Minutes
 - (iv) Business Pursuant to Notice of Motion

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- (v) Correspondence
- (vi) Treasurer's Statement
- (vii) Election of Officers
- (viii) Application for Membership
- (ix) Reports
 - a) Judicial Committee
 - b) Australian Capital Territory Rugby Union (Incorporated)
 Delegate
 - c) Other
- (x) General Business
- (B) Every letter, after having been read, shall be taken as formally 'received' unless a motion to the contrary be submitted. Every letter may be dealt with immediately after having been read.
- (C) There shall be a time limit of ten minutes on the mover of a motion and of five minutes on all speakers, provided that be the consent of the meeting a specified extension of time may be granted to any speaker.
- (D) A motion or amendment shall be moved and seconded and put in writing if so demanded by the Chairman.
- (E) Not more than two speakers, including the move and seconder, shall follow successively on the same side of the question. If two speakers have so spoke, and there be no speaker to take the opposite view, the question shall be put, forth with. A person seconding a motion or amendment without remark shall not be held to have spoken thereon.
- (F) No member shall speak more than once on the same question. Each amendment shall constitute a separate motion. No member shall propose more than one amendment upon a motion. The mover of the original motion (but not the seconder thereof or the mover of an amendment) shall have the right to reply, to be exercised after discussion has ceased and before the question is put.
- (G) It will be competent, whether an amendment is carried or not, to receive other amendments, subject to notice of intention having been given prior to the previous amendment being put. In the case of amendments being lost, the Chairman shall be put the original motion to the vote.
- (H) A motion `that the debate be now concluded' may be moved at any stage, by a member who has not already spoken to the motion or amendment and seconded by a member who similarly has not spoken. This motion shall be immediately put to the meeting without discussion. If carried, the motion or amendment under discussion shall be put to the meeting after the mover has exercised his right to reply. If lost, the debate shall continue. The motion `That the debate be now concluded' may be moved any number of times during the debate.
- (I) A motion of dissent from the Chairman's ruling shall not be accepted by the Chair unless at least five members (three in all at committee

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- meetings) rise in their place in support. If accepted, the question before the Chair shall be suspended. The Senior Vice President, or in his absence, an Executive Vice-President, elected by the meeting shall take the Chair. Only the member challenging the ruling and the Chairman shall speak on a motion of dissent. This motion having been decided, the Chairman shall resume the Chair and the debate on the original question shall be resumed.
- (J) A member speaking shall not be interrupted except to raise a point of order. Explanations may be allowed when the member has finished speaking, but only to the extent of actual misunderstanding or misstatement; the member making the explanation shall not discuss the merits of any proposal.
- **(K)** On all questions and during all discussions, the member speaking shall be standing and shall address the meeting through the Chair.
- **(L)** The mover or seconder of a motion may vote against it, provided that he notifies such intention to the meeting.
- (M) All members must vote except in matters in which they may be personally interested. To ensure this, the Chairman may direct a division. A division shall be taken if demanded by a least five members (three at committee meetings). A member shall not leave the meeting before close of business if there is likelihood of the quorum being interfered with. Unless a ballot or division is required under the Rules or is determined upon at the meeting, every resolution shall be determined by a show of hands or in such other manner as the Chairman shall decide.
- (N) A member raising a point of order shall state his point clearly and concisely and then resume his seat. If a member is speaking, he shall resume his seat until the point of order is decided. The Chairman shall decide the point and not allow a discussion.
- **(O)** A resolution passed at a meeting shall not be rescinded unless:
 - (i) a two-thirds majority of the members present vote in favour of its rescission:
 - (ii) where the motion to rescind the resolution is moved at a meeting subsequent to that at which the resolution was passed, notice of the intention to move such motion shall be given, in writing, to the Honorary Secretary, who shall notify member clubs or organisations at least seven days prior to such meeting.
- (P) No new business shall be accepted at Council meetings after 10:00pm

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