

**Objects and Rules**  
**for the**  
**Hills Hornets Touch Association**



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## Part 1 – Preliminary

### 1. Name

The name of the Association is the Hills Hornets Touch Association.

### 2. Mission Statement

The Association's mission is to provide the opportunity for people to play touch in the Hills area through effective recruitment, coaching and development, retention of players and obtain referees at the highest possible standard.

### 3. Objects

The objectives of the Association are as follows;

1. To promote, foster and encourage the growth of touch football within the area
2. To maintain a non profit organization
3. To provide meetings, competitions and tournaments to its members
4. To affiliate and co-operate with and adopt the rules of New South Wales Touch Association
5. To maintain the playing fields allocated by Hills Council
6. To enter and encourage Hills Hornets representative teams

### 4. Affiliation

The Hills Hornets Touch Association must be affiliated with the New South Wales Touch Association

### 5. Definitions

In these rules:

**ASSOCIATION** means the body namely called Hills Hornets Touch Association.

**EXECUTIVE** means the elected group namely the President, Vice-Presidents, Treasurer, Secretary, Affiliate Co-ordinator, Technical Director, Referees Director and Coaching Director.

**NSWTA** means the New South Wales Touch Association.

**TEAM DELEGATE** means the person elected to appoint from time to time by their associated Touch Football team being registered and financial in the Hills Touch competition. Only 1 delegate per team may be appointed.

**TOUCH** means the sport played under the rules determined by the Australian Touch Association Inc.

**MEMBER** means a member of the Association.

**SPECIAL GENERAL MEETING** means a general meeting of the association other than an annual general meeting.

**THE REGULATION** means the Associations Incorporation Regulation 1999.

1. In these rules

- a. A reference to a function includes a reference to a power, authority and duty, and
  - b. A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty
2. The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## Part 2 – Membership

### 1. Membership qualifications

A person is only eligible if;

- a. The person is a natural person who is eligible for membership of the Association as provided by rule 2 of this part.

### 2. The categories of membership

- a. Active Members: All registered members, referees, coaches, and managers from financially registered teams as at the date of the previous competition.
- b. Life Members / Hall of Fame Members: are long serving members who have been elected to this category in accordance with Rule 3 of this part.
- c. Honorary Members: Honorary membership may be bestowed on any person at the discretion of the Association. Honorary members may not hold a Board position and are not entitled to vote at any Association meeting.

### 3. Nominations for life membership

1. A member may be nominated for Life Membership of the Association who qualifies under the following criteria;
  - a. Shall be a person directly associated with the Association and is regarded to have worked towards the objectives of the Association.
  - a. Shall be a person who is regarded to be above reproach.
  - c. Has been involved as a registered player, referee, coach, and manager of the Association for a minimum period of 5 full years.
2. A nomination of a person for Life Membership of the Association:
  - a. Must be moved and seconded by two financial members of the Association outlining reasons for nomination.
  - b. Must be lodged with the Chairperson.
  - c. Must be submitted within 28 days of the date of the Annual General Meeting.
3. The Board will, if deemed acceptable, put forward the recommendation for Life Membership at the Annual General Meeting.
4. A nomination for Life Membership is endorsed if it achieves a 75% majority in a secret ballot at the Annual General Meeting.
5. A maximum of 2 Life Members / Hall of Fame inductees are nominated each year.

### 4. Cessation of membership

A person ceases to be a member of the Association if the person:

- a. Dies, or
- b. Resigns membership, or
- c. Is expelled from the Association or is deemed unfinancial.

## 5. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:

- a. Is not capable of being transferred or transmitted to another person, and
- b. Terminates on cessation of the person's membership.

## 6. Registration fees

Registration fees to be paid in accordance with the current Tournament Rules as determined by the Executive.

## 7. Registration sheets and players personal details

1. All teams, captains and players, shall complete a registration sheet and must produce the said registration sheet prior to the start of the first round. It is the captain's responsibility to ensure all players are registered.
2. The personal details of registered players is not to be provided to any person or commercial enterprise, except in the following circumstances;
  - a. Where such information directly affects the safety and/or welfare of the player.
  - b. In legal reference to the player as pertaining to his/her involvement in touch.
  - c. For the purpose of insuring players against injury.

## 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 in rule 6.

## 9. Disciplining of members

1. A complaint may be made to the committee by any person that is a member of the Association;
  - a. Has persistently refuse or neglected to comply with the provisions of these rules or the 'Code of Behaviour' document.
  - b. Has persistently and willfully acted in a manner prejudicial to the interests of the Association.
2. On receiving such a complaint, the committee:
  - a. Must cause notice of the complaint to be served on the member concerned, and
  - b. Must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - c. Must take into consideration any submissions made by the member in connection with the complaint.
3. The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
4. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given

by the committee for having taken that action and of the member's right of appeal under rule 10.

5. The expulsion or suspension does not take effect:
  - a. Until the expiration of the period within which member is entitled to appeal against the resolution concerned, or
  - b. If within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under rule 10, whichever is later.

## **10. Right of appeal of disciplined member**

1. A member may appeal to the Association in general meeting against a resolution of the committee under rule 9, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
3. On receipt of a notice from a member, the secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after which the secretary received the notice.
4. At a general meeting of the Association convened under clause (10.1.3);
  - a. No business other than the question of the appeal is to be transacted, and
  - b. The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - c. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. If at the general meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **Part 3 – The Executive Power**

### **1. The Executive**

The Executive, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in General Meeting;

- a. Is to control and manage the affairs of the Association, and
- b. May exercise all such functions as may be exercised by the Association, other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association, and
- c. Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

### **2. Constitution and membership**

1. The Executive is to consist of;
  - a. The President
  - b. The Vice-President/s
  - c. The Affiliate Coordinator
  - d. The Treasurer
  - e. The Secretary

- f. The Technical Director
- g. The Coaching Director
- h. The Referees Director

2. Each member of the Executive is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
3. In the event of a casual vacancy occurring in the membership of the Executive, the Executive may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

### **3. Election of the executive**

1. Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee:
  - a. Must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate
  - b. Must be delivered to the secretary of the Association at least 7 days before the date fixed for the holding of the Annual general Meeting at which the election is to take place.
2. If insufficient nominations are received to fill all vacancies on the Executive, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting
3. If insufficient further nominations are received, any vacant positions remaining on the Executive are taken to be casual vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
6. The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the Annual General Meeting in such usual and proper manner as the committee may desire.

### **4. Secretary**

1. The Secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.
2. It is the duty of the Secretary to keep minutes of;
  - a. All appointments of office-bearers and members of the committee
  - b. The names of members of the committee present at the committee meeting or general meeting, and
  - c. All proceedings at committee meetings and general meetings.
3. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **5. Treasurer**

1. It is the duty of the treasurer of the Association to ensure:

- a. That all money due to the Association is collected and received and that all payments authorized by the Association are made, and
- b. That correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

## 6. Casual vacancies

1. For the purposes of these rules, a casual vacancy in the office of a Executive occurs if the member:
  - a. Dies, or
  - b. Cease to be a member of the Association, or
  - c. Becomes an insolvent under administration within the meaning of the Corporations Act 2001, or
  - d. Resigns office by notice in writing given to the Chairperson, or
  - e. Becomes mentally incapacitated, or
  - f. Is absent without the consent of the Executive from all meetings of the board held during a period of 3 months, or from 3 consecutive Board meetings, whichever is longer.

## 7. Removal of a board member

1. The Association may, by resolution in general meeting, remove any Executive from office before the expiration of the term of office of the member so removed.
2. The If a member of the Executive to whom a proposed resolution referred to in clause 1 relates makes representations in writing to the secretary or president and requests that the representation be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the special meeting at which the resolution is considered.

## 8. Board meetings and quorum

1. The Board must meet at least 3 times during each per of 1 year at such a place and time as the Executive may determine.
2. Additional meetings of the Executive may be convened by the president or by any member of it.
3. Oral or written notice of a meeting of the Executive must be given by the President to each member at least 7 days before the time appointed for the holding of the meeting.
4. Notice of a meeting given under clause (3) must specify the nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business that the Executive present at the meeting agree to treat as urgent business.
5. Any 3 members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive.
6. No business is to be transacted by the Executive unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and time the following week, or as otherwise agreed by the members of the Executive.
7. If the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
8. At a meeting of the Executive:

- a. The president or, in the president's absence, the vice-president is to preside, or
- b. If the president and the vice-president are absent or unwilling to act, then one of the remaining members of the Executive present at the meeting may preside.

## **9. Delegation by board to sub-committee**

1. The Executive may delegate to one or more sub-committees to exercise functions of the Executive, other than:
  - a. This power of delegation, and
  - b. A function which is a duty imposed on the Executive by the Act or by any other law.
2. Such delegation must be in writing and specify the functions that are delegated to the sub-committee.
3. A function of the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
4. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
5. Despite any delegation under this rule, the Executive may continue to exercise any function delegated.
6. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Executive.
7. The Executive may revoke wholly or in part any delegation under this rule. Such revocation must be in writing.
8. Any sub-committee may meet and adjourn, as it thinks proper.

## **10. Executive voting and decisions**

1. Questions arising at a meeting of the Executive or any other sub-committee appointed by the Executive are to be determined by a majority of the votes of the Executive or sub-committee present at the meeting. Each member present at the meeting of the Executive or any other sub-committees appointed by the Executive is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
2. Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive or by a sub-committee appointed by the Executive, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the board or sub-committee.

# **Part 4 – General Meeting**

## **1. Annual general meetings – holding of**

1. With the exception of the first AGM of the Association, the Association must, at least once in each calendar year and within 6 months after the expiration of each financial year of the Association, convene an AGM of its members.

2. The Association must hold its first annual general meeting;
  - a. Within the period of 18 months after is incorporation under the Act.

## **2. Annual general meetings – calling of and business at**

1. The annual general meeting of the Association is, subject to the Act, to be convened on such a date and at such a place and time as the Executive thinks.
2. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to include the items listed in the Standing Orders.
3. An annual general meeting must be specified as such in the notice convening it.
4. The annual general meeting reports, Executives, notices of motions and items of business must be compiled and either mailed or personally handed to all team organisers of the Association no later than 21 days prior to the annual general meeting.

## **3. Special general meetings – calling of and business at**

1. Special meetings may be convened by the Executive if necessary. The business of a special general meeting is to include the items listed in the Standing Orders.
2. The Executive must, on the requisition in writing of at least 3 members, convene a special general meeting of the Association.
3. A requisition of members for a special general meeting:
  - a. Must state the purpose or purposes of the meeting, and
  - b. Must be signed by the members making the requisition, and
  - c. Must be lodged with the secretary, and
  - d. May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Executive fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
5. A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Executive.

## **4. Notice**

1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date, and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. If the nature of the business proposed to be dealt with at a general meeting required a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
3. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause (4.2.2).

4. A member desiring to bring any business before a general meeting may give notice in writing of that business in the next notice calling a general meeting given after receipt of the notice from the member.

## 5. Procedure

1. Procedure and quorum for annual general meetings and general meetings must be specified in the Standing Orders.

## 6. Presiding member

1. The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Association.
2. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.

## 7. Adjournment

1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## 8. Making of decisions

1. A question arising at a general meeting of the Association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is determined, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
2. At a general meeting of the Association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting
3. If a poll is demanded at a general meeting, the poll must be taken:
  - a. Immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - b. In any other case, in such manner and at such time before the close of the meeting as the chairperson directs,
  - c. And the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## 9. Special resolution

1. A resolution of the Association is a special resolution:
  - a. If it is passed by a majority which comprises at least three-quarters of such members of

the Association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or

- b. Where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Commissioner.

## **10. Voting**

1. On any question arising at a general meeting of the Association a member has one vote only.
2. All votes must be given personally or by proxy but no member may hold more than 5 proxies.
3. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
4. A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.
5. A Life Member does not have the right to vote at an AGM unless they are an acting member of the Association.

## **Part 5 – Miscellaneous**

### **1. Insurance**

1. The Association may effect and maintain insurance.

### **2. Funds – source**

1. The financial year of the Association shall commence on the first day of July each year and end on the thirtieth day of June.
2. The funds of the Association are to be derived from player / team registrations, donations, sponsorship, grants and other sources as the Executive determines.
3. 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.
4. The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **3. Funds – management**

1. Subject to any resolution passed by the Association in 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 determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Executive or employees of the Association, being members or employees authorized to do so by the Executive.

### **4. Alteration**

1. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Executive.

## **5. Custody of books**

1. Except as otherwise provided by these rules, the Executive must keep control of, all records, books and other documents relating to the Association.

## **6. Inspection of books**

1. The records, books and other documents of the Association must be open to inspection, free of charge, by a member of the Association at any reasonable hour.

## **7. Service of notices**

1. For the purpose of these rules, a notice may be served on or given to a person:
  - a. By delivering it to the person personally, or
  - b. By sending it by pre-paid post to the address of the person, or
  - c. By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
2. For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - a. In the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - b. In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - c. In the case of a notice sent by facsimile transmission or some form of electronic transmission, on the date it was sent, or if the machine form which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.