



Document Owner	Club Secretary
Reviewed By	Committee
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CONSTITUTION

2025

1 Name

- 1.1 The name of the incorporated association is The Bowen Seagulls Junior Rugby League Football Club Incorporated (“the Club”).
- 1.2 The Club incorporation number is IA32973.

2 Object

- 2.1 The objects of the Club shall be:
 - 2.1.1 To encourage, foster, promote and generally encourage the participation of youth involvement in sport and healthy recreation in the Bowen and Collinsville Districts.
 - 2.1.2 To establish support and aid the formation of any association, club or organisation for the benefit of its players and members.
 - 2.1.3 To maintain, promote and improve the playing grounds and facilities for use by members of the association and others.
 - 2.1.4 To purchase, hire, lease or otherwise acquire property, leasehold or otherwise for the purposes of the Club, its players and members.
 - 2.1.5 To give, sell, exchange, hire, lease or otherwise dispose of property of the Club.
 - 2.1.6 To enter any arrangement that is conducive to the attainment of the objects and the exercise of the powers of the Club.
 - 2.1.7 To borrow, raise or secure the payment of money.

3 Powers

- 3.1 The Club has the powers of an individual. The Club May:
 - 3.1.1 Enter Contracts.
 - 3.1.2 Acquire, hold, deal with, and dispose of property.
 - 3.1.3 Make charges for services and facilities it supplies; and
 - 3.1.4 Do other things necessary or convenient to be done in carrying out its affairs.
 - 3.1.5 Appoint, employ, remove, or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the club; 1 The Bowen Seagulls Junior Rugby League Football Club Inc
 - 3.1.6 Take over the funds and other assets and liabilities of unincorporated associations.
 - 3.1.7 To remunerate any person or corporation for services rendered, or to be rendered.
 - 3.1.8 To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.
 - 3.1.9 Issue secured and unsecured notes, debentures, and debenture stock for the Club.
 - 3.1.10 In furtherance of the objects of the Club, sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;

- 3.1.11 Take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- 3.1.12 Amalgamate with any one or more Clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members;
- 3.1.13 In furtherance of the objects of the Club transfer all or any part of the property, assets, liabilities and engagements of the club to any one or more of the clubs with which the Club is authorised to amalgamate.

4 Classes of Members

Member Type	Definition	Voting Rights
Junior Player	Person under 18 who is registered to play rugby league with the Club	No
Senior Player	Person over 18 who is registered to play rugby league with the Club	Yes
Senior Non-Player	Person over 18 who is not registered play rugby league with the club and is a parent, guardian, or legal carer of a current financial junior member.	Yes
Club Supporter	Person who has an interest in the game of rugby league or the Club.	No
Life Member	Person over 18 who is not registered to play rugby league with the Club and is a current financial member of the Club.	Yes

5 Termination

- 5.1 The management committee may terminate a member's membership if the member is convicted of an indictable offence, does not comply with any of the provisions of the rules, has membership fees in arrears for more than two months, conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Club or no longer meets the definition for the category of membership for which the membership was accepted.
- 5.2 Before the management committee terminates a membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 5.3 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

6 Appeal against termination

- 6.1 A person whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of their intention to appeal against the decision of the Executive.
- 6.2 Upon receipt of the written notice of appeal, the secretary must, within one month of receiving the notice, call a general meeting to decide the appeal.
- 6.3 The general meeting to decide the appeal must be held within three months after receipt of notification of the appeal by the secretary.
- 6.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 6.5 The committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 6.6 An appeal must be decided by majority vote of the member present and eligible to vote at the meeting.
- 6.7 If a person whose application for membership has been rejected does not appeal against the decision within the requisite period, or the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

7 Register of Members

- 7.1 The management committee must keep a register of members of the association, such register to include the following details of the member:
 - 7.1.1 Full name
 - 7.1.2 Postal or residential address
 - 7.1.3 Date of admission as member

- 7.1.4 Date of death or resignation of member
 - 7.1.5 Details about the termination or reinstatement of the membership
 - 7.1.6 Any other particulars the management committee or the members at a general meeting decide.
- 7.2 The register must be open for inspection at all reasonable times by any member. A member must contact the secretary to arrange inspection of the register.
- 7.3 The management committee may, at the request of a member and at their discretion, withhold information about the member from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

8 Membership of Management Committee

- 8.1 The entire management of the Club (except as provided in these Rules) shall be deputed to the Executive consisting of the President, Vice-President, the Secretary, and the Treasurer, all of whom shall be members of the Club, and such other.
- 8.2 Members as the members of the Club at the Annual General Meeting may from time to time elect or appoint.
- 8.3 At the Annual General Meeting of the Club, all of the members of the Management Committee for the time being shall retire from office but shall be eligible upon nomination for re-election.
- 8.4 At the commencement of the Annual General Meeting of the Club, all of the members of the Management Committee who are retiring from office shall hand back their keys to the retiring secretary.

9 Electing the Management Committee

- 9.1 A member of the management committee may only be elected as follows:
- 9.2 Any two members of the association may nominate another member (the candidate) to serve as a member of the management committee.
- 9.3 The nomination must be.
- 9.3.1 In writing
 - 9.3.2 Signed by the candidate and the members who nominated the candidate.
 - 9.3.3 Given to the secretary prior to the Annual General Meeting
- 9.4 Each member of the association present and eligible to vote at the annual general meeting may vote for one candidate for each vacant position on the management committee;
- 9.5 If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

- 9.6 A list of the candidate's names shall be displayed at the Annual General Meeting. Voting shall be by ballot and every member shall be entitled to vote for as many candidates as there are vacancies to fill.
- 9.7 The Candidates up to the number of vacancies who shall receive the most votes shall be declared elected.
- 9.8 All newly declared members of the Management Committee will be provided keys to the Club.
- 9.9 The Secretary will be responsible for providing the required details of all Management Committee members to the Whitsunday Regional Council.

10 Resignation, removal, or vacation of office of management committee

- 10.1 A member of the management committee may resign from the committee by giving written notice of resignation to the secretary, such resignation taking effect at the time such notice is received by the secretary unless a later date is specified on the notice.
- 10.2 A member may be removed from office at a general meeting of the Club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 10.3 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

11 Vacancies on management committee

- 11.1 The executive shall have power at any time to appoint any member of the Club to fill any casual vacancy on the Executive until the next Annual General Meeting, provided the member shall be eligible as a candidate for election to the Executive.
- 11.2 The continuing members of the Executive may act notwithstanding any casual vacancy in the executive, however if the number of committee members is less than the number fixed by or pursuant to these rules as the necessary quorum of the Executive, the continuing member or members may act for the purpose of increasing the number of members of the Executive to that number or of summoning a general meeting of the Club.

12 Functions of the Management committee

- 12.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any general meeting the Executive:
- 12.1.1 Shall have the general control and management of the administration of the affairs, property, and funds of the Club; and
- 12.1.2 Shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- 12.2 The Executive may exercise all the powers of the Club:

- 12.3 To borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or pay off any such securities;
- 12.4 To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged for overdrawn accounts on money lent (regardless of the term of the loan) and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt., liability or obligation of the Association, and to provide and pay off any such securities;
- 12.5 To invest in such manner as the members of the Club may from time to time determine;
- 12.6 To control the finances of the Club.
- 12.7 To engage, control, and dismiss the Club's servants.
- 12.8 To administer the Club and such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these Rules.

13 Meetings of Management Committee

- 13.1 Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- 13.2 The management committee must meet at least once every 4 months to exercise its functions.
- 13.3 The management committee must decide how a meeting is to be called.
- 13.4 Notice of a meeting is to be given in the way decided by the management committee.
- 13.5 The management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 13.6 A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- 13.7 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- 13.8 A member of the management committee 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.
- 13.9 The president is to preside as chairperson at a management committee meeting.
- 13.10 If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

14 Quorum for, and adjournment of Management Committee Meeting

- 14.1 At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 14.2 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- 14.3 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee:
 - 14.3.1 The meeting is to be adjourned for at least 1 day; and
 - 14.3.2 The members of the management committee who are present are to decide the day, time, and place of the adjourned meeting.
- 14.4 If, at an adjourned meeting mentioned in subrule 16.3.1, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

15 Special meeting of management committee

- 15.1.1 If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- 15.1.2 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 15.1.3 A request for a special meeting must state:
 - 15.1.4 Why the special meeting is called; and
 - 15.1.5 The business to be conducted at the meeting.
- 15.2 A notice of a special meeting must state:
 - 15.2.1 The day, time, and place of the meeting; and
 - 15.2.2 The business to be conducted at the meeting.
- 15.3 A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

16 Minutes of Management Committee Meetings

- 16.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each management committee meeting are entered in a minute book.
- 16.2 To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

- 16.3 If asked by a member of the association, the secretary must, within 28 days after the request is made, make the minute book for a particular meeting available for inspection by the member at a mutually agreed time and place and give the member copies of the minutes of the meeting.
- 16.4 The association may require the member to pay the reasonable costs of providing copies of the minutes.

17 Appointment of subcommittees

- 17.1 The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.
- 17.2 A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- 17.3 A subcommittee may elect a chairperson of its meetings.
- 17.4 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 17.5 A subcommittee may meet and adjourn as it considers appropriate.
- 17.6 A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

18 Acts not affected by defects or disqualification.

- 18.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- 18.2 Subrule 18.1 applies even if the act was performed when:
- 18.2.1 There was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- 18.2.2 A management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

19 Resolutions of management committee without meeting

- 19.1 A written resolution agreed to by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

20 Annual General Meetings

- 20.1 The Annual General Meeting shall be held at least once every year and within six months after the end date of the Club's reportable financial year.
- 20.2 The business to be transacted at every Annual General Meeting shall be:

- 20.2.1 Consideration of the Balance Sheets and the Profit and Loss accounts and the Report of the Executive and Auditors for the preceding financial year;
- 20.2.2 The election of members of the Executive who shall hold office until the next Annual General meeting;
- 20.2.3 The appointment of an Auditor or Auditors.
- 20.2.4 To decide on any resolution which may be duly and properly submitted to the meeting.

21 Notice of General Meeting

- 21.1 The secretary may call a general meeting of the association.
- 21.2 The secretary must give at least 14 days' notice of the meeting to each member of the association.
- 21.3 If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 21.4 The management committee may decide the way in which the notice must be given.
- 21.5 However, notice of the following meetings must be given in writing:
 - 21.5.1 A meeting called to hear and decide the appeal of a person against the management committee's decision:
 - 21.5.2 To terminate the person's membership of the association.
- 21.6 Meeting called to hear and decide a proposed special resolution of the association.
- 21.7 A notice of a general meeting must state the business to be conducted at the meeting.

22 Quorum for, and adjournment of, general meeting

- 22.1 The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- 22.2 However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- 22.3 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 22.4 If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 22.5 If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association:
- 22.6 The meeting is to be adjourned for at least 7 days; and
- 22.7 The management committee is to decide the day, time, and place of the adjourned meeting.

- 22.8 The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 22.9 If a meeting is adjourned under Rule 24.5.1, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 22.10 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 22.11 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

23 Procedure at a general meeting

- 23.1 A member may take part and vote in a general meeting in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 23.2 A member who participates in a meeting as mentioned in Rule 90 is taken to be present at the meeting.
- 23.3 Each general meeting:
- 23.3.1 The president is to preside as chairperson.
- 23.3.2 If there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
- 23.3.3 The chairperson must conduct the meeting in a proper and orderly way.
- 23.4 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purpose of this rule, “member” includes a person attending as a proxy or as representing a corporation which is a member.

24 Voting at a general meeting

- 24.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- 24.2 Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 24.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 24.4 The method of voting is to be decided by the management committee. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 24.5 If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

25 Proxies

25.1 The Club does not allow Proxy voting.

26 Special General Meeting

26.1 The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after:

26.1.1 being directed to call the meeting by the management committee; or

26.1.2 Being given a written request signed by:

26.1.3 At least 33% of the number of members of the management committee when the request is signed; or

26.1.4 At least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

26.1.5 Being given a written notice of an intention to appeal against the decision of the management committee:

26.1.6 To terminate a person's membership.

26.1.7 A request mentioned in subrule 28.1.2. must state:

26.1.8 Why the special general meeting is being called; and

26.1.9 The business to be conducted at the meeting.

27 By-Laws

27.1 The management committee may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

27.2 A by-law may be set aside by a vote of members at a general meeting of the association.

28 Alteration of Rules

28.1 Subject to the Act, these rules may be amended, repealed, or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

29 Funds and Accounts

29.1 The funds of the Club must be kept in an account in the name of the association in a financial institution decided by the management committee.

29.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.

29.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.

29.4 The management committee must decide the amount of petty cash to be kept in the account.

29.5 All expenditure must be approved or ratified at a management committee meeting.

30 General Financial Matters

30.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

30.2 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

31 Documents

31.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

32 Financial Year

32.1 The end date of the association's financial year is 30 September in each year.

33 Distribution of Surplus Assets

33.1 This rule applies if the Club:

33.1.1 is wound-up under part 10 of the Associations Incorporations Act; and

33.1.2 has surplus assets after satisfaction of all its debts and liabilities.

33.2 The surplus assets must not be distributed among the members of the association.

33.3 The surplus assets must be given to another entity having objects similar to the association's objects and the rules of which prohibit the distribution of the entity's income and assets to its members.

33.4 In this rule— surplus assets see section 92(3) of the Act.

34 Associated Documents

- 34.1 BSRL POL 0001 Vision, Mission, and Values Policy
- 34.2 BSRL POL 003 Fundraising and Sponsorship Policy
- 34.3 BSRL PLN 0001 Strategic Plan
- 34.4 BSRL Coach/Manager appointment process
- 34.5 BSRL Registration Fee Payment Plan

35 Document Review Record

Revision	Date	Role	Name	Comment
0	17/02/2019	Secretary	Monika Piggott	Approved for use
1A	13/10/2020	Secretary	Monika Piggott	Periodic Review
1	18/11/2020	Club Committee	Club Committee	Approved for use
2A	10/10/2021	Secretary	Monika Piggott	Periodic Review
2	18/10/2021	Club Committee	Club Committee	Approved for use
3A	20/09/2023	Secretary	Monika Piggott	Periodic Review
3	13/11/2023	Club Committee	Club Committee	Approved for use
4A	06/01/2025	Secretary	Renee Maher	Periodic Review
4	24/01/2025	Club Committee	Club Committee	Approved for use