

M A C Q U A R I E
F O O T B A L L
R E F E R E E S
A S S O C I A T I O N
I N C O R P O R A T E D



R U L E S
A N D
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MACQUARIE FOOTBALL REFEREES ASSOCIATION INCORPORATED

STATEMENT OF OBJECTS

The objects of the Association shall be -

- (a) to take over as a going concern, the incorporated Association previously known as Macquarie Soccer Referees Association Incorporated;
- (b) to improve the standard of refereeing by education, examination and all other available means;
- (c) to co-operate and cultivate good relations with all bodies associated with football for the improvement of the game and the application of its laws;
- (d) to promote and uphold the status of referees collectively and individually;
- (e) to appoint referees and assistant referees, where available, to officiate on recognised and approved football matches played within the boundaries of the City of Lake Macquarie;
- (f) to raise money for all and any of the objects of the Association and to invest and deal with the moneys of the Association not immediately required upon such securities and in such manner as may from time to time be determined;
- (g) to assist the Referees Standing Committee and Macquarie Football Limited in maintaining a uniform and current interpretation of such laws and rules as may from time to time be adopted or made by the Referees Standing Committee and Macquarie Football Limited.
- (h) to maintain membership of Macquarie Football Limited.

MACQUARIE FOOTBALL REFEREES ASSOCIATION INCORPORATED

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MACQUARIE FOOTBALL REFEREES ASSOCIATION INCORPORATED

RULES

PART I - PRELIMINARY

1. NAME

The name of the Association shall be "Macquarie Football Referees Association Incorporated".

2. DEFINITIONS

(1) In these Rules and By-Laws of the Association:

active member means a member who holds a recognised football referees certificate and officiates as referee or assistant referee on matches as appointed by the Association.

Commissioner means the Commissioner of the Office of Fair Trading.

general meeting, in relation to the Association, includes an Ordinary General Meeting, Special General Meeting and Annual General Meeting.

honorary member means a person from outside the Association who does not wish to become a full member and who the Management Committee feels would be an asset to the Association if granted honorary membership.

Junior Members' Representative means a member of the Management Committee whose age is under 25 years at the time of the member's election; and who is not an Office-Bearer or official of the Association as referred to in Rule 22 (2) (a), (b), (c) or (d).

Management Committee means the Committee of Management of Macquarie Football Referees Association Incorporated, being the body which governs and has management of the Association.

non-active member means a member who holds a recognised referee's certificate but who no longer officiates on matches as appointed by the Association.

provisional member means a new referee who intends to be an active member and who has passed an entrance theory examination but has yet to satisfy the field assessment requirements of the Association in order for his or her classification to be confirmed.

Referees Standing Committee means the sub-committee appointed by the Northern New South Wales Football to represent zonal football referees associations in the football state known as Northern New South Wales.

Rules, in relation to the Association, include the Rules and By-Laws of the Association.

Secretary means:

(a) the person holding office under these Rules as Secretary of the Association, or

(b) if no such person holds that office - the Public Officer of the Association.

social member means a member who does not currently officiate as referee or assistant referee on matches as appointed by the Association but who wishes to participate in the social activities of the Association.

the Act means the *Associations Incorporation Act 2009*.

the Association means the incorporated Association under the name of Macquarie Football Referees Association Incorporated.

the Regulation means the *Associations Incorporation Regulation 2016*.

- (2) In these Rules and By-Laws of the Association:
 - (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.
- (3) The provisions of the Interpretation Act, 1987 apply to and in respect of these Rules and By-Laws in the same manner as those provisions would so apply if these Rules and By-Laws were an instrument made under the Act.

PART II - MEMBERSHIP

3. MEMBERSHIP OF THE ASSOCIATION

- (1) The number of members shall be unlimited.
- (2) The membership of the Association shall consist of
 - (a) active members;
 - (b) provisional members;
 - (c) non-active members;
 - (d) social members;
 - (e) honorary members; and
 - (f) Life Members.

4. MEMBERSHIP QUALIFICATIONS

- (1) A person is qualified to be a member of the Association if, but only if -
 - (a) the person is a person referred to in section 15 (1) (a) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
 - (b) the person is a natural person who -
 - (i) has applied for membership of the Association as provided by Rule 5; and
 - (ii) has been approved for membership of the Association by the Management Committee of the Association.
- (2) Membership of the Association will be restricted to persons whose age is or exceeds 12 years, or where some other minimum age is determined by the Management Committee, that other age.
- (3) Members of the Association may also be members of any other football association, football refereeing organisation or football club.

5. APPLICATION FOR MEMBERSHIP

- (1) An application by a person for membership of the Association:
 - (a) must be made in writing (including by email or other electronic means, if the Management Committee so determines) in the form determined by the Management Committee, and
 - (b) must be lodged (including by electronic means, if the Management Committee so determines) with the Secretary of the Association.
- (2) As soon as practicable after receiving an application for membership, the Secretary must refer the application to the Management Committee, which is to determine whether to approve or to reject the application.

- (3) As soon as practicable after the Management Committee makes that determination, the Secretary must notify the applicant in writing (including by email or other electronic means, if the Management Committee so determines) that the Management Committee approved or rejected the application (whichever is applicable).
- (4) If the Management Committee approved the application, the Secretary must as soon as practicable request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under these Rules by the member as entrance fee and annual membership subscription.
- (5) The Secretary must, on payment by the applicant of the amounts referred to in subclause (4) within the period referred to in that provision, enter or cause to be entered the applicant's name in the Register of Members and, on the name being so entered, the applicant becomes a member of the Association.
- (6) In no case shall the Management Committee be required to give any reason for the rejection of an application for membership of the Association.
- (7) Upon application if applying for active membership the applicant shall -
 - (a) satisfy the Management Committee as to his or her experience and knowledge of the laws of the game;
 - (b) have produced credentials satisfactory to the Management Committee;
 - (c) be of good character and repute; and
 - (d) be graded in accordance with the approved grading schedule.
- (8) Applicants for active membership without previous experience or social members wishing to be placed on the active membership list shall attend approved instructional classes.
- (9) Applicants who are holders of a current referee's certificate recognised by Football Federation Australia shall upon approval by the Management Committee be admitted to membership in accordance with these Rules provided that substantiation is furnished by the body issuing the certificate that the applicant is not an expelled or suspended member and has paid all dues to that body.

6. CESSATION OF MEMBERSHIP

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

- (a) dies;
- (b) resigns that membership;
- (c) is expelled from membership; or
- (d) has not paid his or her annual membership subscription before 1st April in each calendar year.

7. 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 upon cessation of the person's membership.

8. RESIGNATION OF MEMBERSHIP

- (1) A member of the Association is not entitled to resign that membership except in accordance with this Rule.

- (2) A member of the Association who has paid all amounts payable by the member to the Association may resign from membership of the Association by giving notice in writing to the Secretary of the member's intention to resign and, upon the acceptance by the Management Committee of the notice of resignation, the member ceases to be a member.
- (3) Where a member of the Association ceases to be a member pursuant to clause (2) and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.

9. REGISTER OF MEMBERS

- (1) The Secretary of the Association must cause to be established and maintained a Register of Members of the Association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The Register of Members must be kept in New South Wales:
 - (a) at the main premises of the Association, or
 - (b) if the Association has no premises, at the Association's official address.
- (3) The Register of Members must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (4) If a member requests that any information contained on the Register of Members about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (5) A member must not use information about a person obtained from the Register of members to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (6) If the Register of Members is kept in electronic form:
 - (a) it must be convertible into hard copy, and
 - (b) the requirements in sub clauses (2) and (3) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register of Members.

10. MEMBERSHIP FEES AND SUBSCRIPTIONS

- (1) A member of the Association shall, upon admission to membership, pay to the Association an entrance fee of \$5-00 or, where some other amount is determined by the Management Committee, of that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the Association shall pay to the Association an annual membership fee of \$50-00 or, where some other amount is determined by the Management Committee, of that other amount, upon admission to membership, and before 1st April in each calendar year.

11. 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 dissolution or 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 by Rule 10, and any other personal liabilities to the Association arising in the normal way.

12. PROVISIONAL MEMBERS

- (1) Provisional members shall, upon admission to membership, be liable to pay all fees, subscriptions and levies of the Association.
- (2) Provisional members shall on satisfying the field assessment requirements of the Association be automatically classified as active members.
- (3) Provisional members shall have the right to speak on any matter at any General Meeting of the Association, but shall not have the right to vote, to move or second motions, nor stand for any position in the Association.

13. SOCIAL MEMBERS

Social members of the Association shall have the right to speak on any matter at any General Meeting of the Association, but shall not have the right to vote, to move or second motions, nor stand for any position in the Association other than a position on the Social Committee.

14. HONORARY MEMBERS

- (1) Honorary members may be accepted into the Association at the discretion of the Management Committee for such period of time as it thinks fit.
- (2) Honorary members of the Association shall have the right to speak on any matter at any General Meeting of the Association, but shall not have the right to vote, to move or second motions, nor stand for any position in the Association.
- (3) Honorary members of the Association shall not be required to pay the entrance fee and annual membership subscription prescribed in Rule 10.
- (4) An active referee on loan to the Association from a recognised football refereeing organisation shall upon admission to honorary membership be bound by these Rules and By-Laws.
- (5) Honorary Members for Life of the unincorporated organisation known as Macquarie Soccer Referees Association Incorporated shall be honorary members of this incorporated Association.

15. LIFE MEMBERS

- (1) Any person who has been a member of the Association for a minimum of 15 years and who has rendered exceptional or outstanding service to the Association may be elected a Life Member at an Annual General Meeting.
- (2) Nominations for Life Membership shall be submitted to the Secretary or President in writing, and signed by two members of the Association, setting out the qualifications of the candidate nominated, no later in each year than the date fixed for the holding of the July Ordinary General Meeting.

- (3) The Secretary or President shall place the nomination before the Management Committee which shall evaluate the merits of the nomination and determine whether the nomination shall be put to the Annual General Meeting for consideration.
- (4) To be elected, the nomination must be carried by an affirmative majority of the members present at the Annual General Meeting.
- (5) Life Members shall be bound by these Rules and By-Laws but shall not be required to pay the annual membership subscription prescribed in Rule 10.
- (6) When required, the Association shall pay the annual affiliation and insurance levies for Life Members of the Association who are non-active members.
- (7) Life Members of the Association who are active members shall be liable to pay their annual affiliation and insurance levies and other fees, subscriptions and levies of the Association as required.
- (8) Any Life Member who is expelled from the Association shall forfeit the Life Membership of the Association.
- (9) Life Members of the unincorporated organisation known as Macquarie Soccer Referees Association Incorporated shall be Life Members of this incorporated Association.

16. DISCIPLINING OF MEMBERS FOR MISCONDUCT

- (1) Where the Management Committee is of the opinion that a member of the Association -
 - (a) has refused or neglected to comply with a provision or provisions of these Rules; or
 - (b) has acted wilfully or persistently in a manner prejudicial to the interests of the Association or refereeing in general,
 the Management Committee may, by resolution -
 - (a) expel the member from the Association; or
 - (b) suspend the member from membership of the Association for a specified period; or
 - (c) otherwise discipline the member as the Management Committee deems fit.
- (2) Before determining a resolution under clause (1), the Management Committee shall request the member's attendance at a meeting of the Management Committee to be held not earlier than 7 days and not later than 30 days after service on the member of a notice under clause (3).
- (3) Where the Management Committee determines that a member be required to attend a meeting of the Management Committee, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
 - (a) setting out the reason why the member is required to attend a meeting of the Management Committee;
 - (b) stating the date, time and place of that meeting; and
 - (c) informing the member that the member shall do either or both of the following -
 - (i) attend with or without witnesses and speak at that meeting;
 - (ii) submit to the Management Committee at or prior to the date of the meeting written representations relating to the reason why the member is meeting with the Management Committee.
- (4) Where the member fails to either attend a meeting of the Management

Committee or submit written representations, as referred to in clause (3), the Management Committee may, by resolution, suspend the member from membership of the Association for a specified period, and the Secretary shall within 7 days after the determination of that resolution, by notice in writing, inform the member of the fact.

- (5) At a meeting of the Management Committee held as referred to in clause (3), the Management Committee shall -
 - (a) give to the member and any witnesses an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the Management Committee by the member at or prior to the meeting; and
 - (c) by resolution determine the appropriate action, if any, to be taken under clause (1).
- (6) Where the Management Committee determines a resolution under clause (5)(c), the Secretary shall, within 7 days after that determination, by notice in writing inform the member of the fact and the member's right of appeal under Rule 19.
- (7) A resolution determined by the Management Committee under clause (1) takes effect immediately when the resolution is passed by the Management Committee but, a resolution determined by the Management Committee under clause (5) (c) does not take effect -
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the Association confirms or modifies the resolution pursuant to Rule 19 (7).

17. DISCIPLINING OF MEMBERS FOR NON-OBSERVANCE OF BY-LAWS

- (1) Where the Management Committee is of the opinion that a member of the Association has refused or neglected to comply with a provision or provisions of the By-Laws of the Association, the Management Committee may, by resolution expel or suspend the member from membership of the Association for a specified period.
- (2) Under this Rule, no expulsion or suspension from membership shall be imposed until written notice of intention to impose the expulsion or suspension, and of the reason therefore, has been transmitted to the member, and he or she has had an opportunity of appearing before the Management Committee in person, with or without witnesses, or of submitting written representation to the Management Committee, for the purpose of showing cause against the imposition of the expulsion or suspension from membership.
- (3) Where the Management Committee determines a resolution under clause (1), the Secretary shall, within 7 days after that determination, by notice in writing, inform the member of the fact and the member's right of appeal under Rule 19.
- (4) A resolution determined by the Management Committee under clause (1) does not take effect -
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the Association confirms or modifies the resolution pursuant to Rule 19 (7).

18. DISCIPLINING OF UNFINANCIAL MEMBERS

- (1) A member who has not paid his or her account for all money owing by the member to the Association within 14 days after the date of each Ordinary and Annual General Meeting may, at the discretion of the Management Committee, -
 - (a) be removed from the active membership list for a period as determined by the Management Committee; or
 - (b) be suspended from membership of the Association for a period as determined by the Management Committee, in which case the member shall forfeit the rights and privileges of membership of the Association for the duration of the suspension from membership.
- (2) Where the Management Committee determines a resolution under clause (1), the Secretary shall, within 7 days after that determination, by notice in writing inform the member of the fact.
- (3) A resolution determined by the Management Committee under clause (1) takes effect immediately when the resolution is passed by the Management Committee.

19. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (1) There shall be no right of appeal for a member disciplined under Rule 16 (4) or Rule 18.
- (2) A disciplined member may appeal to the Association in general meeting against a resolution of the Management Committee which is determined under Rule 16 (5) or Rule 17 (1), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (3) The notice from the member shall be accompanied by a statement outlining the grounds on which the appeal is based and an appeal fee of \$20-00 which shall be refunded to the member if the Association in general meeting revokes the resolution of the Management Committee.
- (4) Upon receipt of a notice, statement and appeal fee from the member under clauses (2) and (3), the Secretary shall notify the Management Committee which shall arrange for the appeal to be transacted at a general meeting of the Association to be held within 60 days after the date on which the Secretary received the notice, statement and appeal fee.
- (5) The Secretary shall at least 7 days before the date fixed for the general meeting at which the appeal shall be transacted cause a notice to be sent to each member of the Association in the manner prescribed in these Rules advising the membership of the place, date and time of the general meeting, the resolution of the Management Committee and the grounds on which the appeal is based.
- (6) At a general meeting of the Association convened under clause (4) -
 - (a) the member and a representative of the Management Committee shall be given the opportunity to state their respective cases orally or in writing or both; and
 - (b) the members present and entitled to vote shall vote by secret ballot on the question of whether the resolution of the Management Committee should be confirmed, modified or revoked.

- (7) The confirmation, modification or revocation of the resolution of the Management Committee shall be by a simple majority vote in the secret ballot.
- (8) A disciplined member shall have the further and final right of appeal to a special appeals tribunal against a resolution of the Management Committee which is confirmed or modified under clause (6) by lodging with the Secretary a notice to that effect within 7 days after confirmation or modification of the resolution at a general meeting.
- (9) The notice from the member must be accompanied by a statement outlining the grounds on which the member intends to rely for the purposes of the appeal, and an appeal fee of \$50-00 which must be refunded to the member if the special appeals tribunal revokes the resolution of the Management Committee.
- (10) On receipt of a notice, statement and payment of an appeal fee from a member under clauses (8) and (9), the Secretary must notify the Management Committee which is to convene a hearing of a special appeals tribunal of 3 members, comprising Executive Committee members from the Newcastle, Hunter Districts, Christian Churches or Northern New South Wales State League Football Referees Incorporated, within 28 days after the date on which the Secretary received the notice.

20. LEGAL REPRESENTATION

No member shall be entitled to legal representation at any meeting of the Management Committee or any general meeting of the Association.

PART III - THE MANAGEMENT COMMITTEE

21. POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall be called the Committee of Management of the Association and, subject to the Act, the Regulation and these Rules and to any resolution passed by the Association in general meeting -

- (a) shall control and manage the affairs of the Association, including the appointment of the Public Officer;
- (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;
- (c) has power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the affairs of the Association;
- (d) may exercise the powers of the Association to discipline members found guilty of -
 - (i) any breach or non-observance of these Rules; or
 - (ii) any breach or non-observance of the By-Laws; or
 - (iii) any act or omission likely to bring the Association, refereeing in general or the game of football into disrepute whether or not such act or omission be in the course of the member's duties as a referee;
- (e) may exercise the powers of the Association to consider, investigate and act upon any written complaint in relation to the control of a game by a member or members of the Association, which is lodged through such channels and within such period of time as the Management Committee thinks fit;

- (f) has power to require any active or provisional member of the Association to attend before the Coaching Committee for re-examination on the laws of the game;
- (g) shall decide on any matter affecting the Association which is not covered by the Rules or By-Laws, or where a doubt arises as to the application or meaning of any clause in the Rules or By-Laws, by a vote at a meeting of the Management Committee; and
- (h) may, in the event of a casual vacancy occurring in any elected or appointed office of the Association, including one in the membership of the Management Committee, appoint a member of the Association to fill the vacancy, and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting at which such position comes up for re-election or re-appointment.

22. CONSTITUTION AND MEMBERSHIP

- (1) The Management Committee as constituted is to continue to conduct the affairs of the Association according to these Rules until the Annual General Meeting to be held in October, 2017 when the following is to apply.
- (2) From the Annual General Meeting in October, 2017 the Management Committee is to consist of -
 - (a) the Office-Bearers of the Association;
 - (b) the Director of Coaching;
 - (c) the Level 4 Referee Co-Ordinator;
 - (d) the Junior Referee Coach;
 - (e) the Appointments Officer;
 - (f) two Junior Members' Representatives.
- (3) The Office-Bearers of the Association are as follows:
 - (a) the President;
 - (b) the Senior Vice-President;
 - (c) the Junior Vice-President;
 - (d) the Secretary;
 - (e) the Assistant Secretary / Registrar;
 - (f) the Treasurer; and
 - (g) the Assistant Treasurer / Equipment Officer.
- (4) Each member of the Management Committee other than the Secretary, Director of Coaching, Level 4 Referee Co-Ordinator, Junior Referee Coach and Appointments Officer is to be elected for a two year period, provided that the President, Assistant Secretary / Registrar and one of the Junior Members' Representatives are to retire at the October, 2017 Annual General Meeting and each alternate year thereafter, and the Senior Vice-President, Junior Vice-President, Treasurer, Assistant Treasurer / Equipment Officer and the other Junior Members' Representative are to retire at the October, 2018 Annual General Meeting and each alternate year thereafter.
- (5) The Secretary, Director of Coaching, Level 4 Referee Co-Ordinator, Junior Referee Coach and Appointments Officer are to be appointed for one, two or three year periods by the Management Committee from written nominations submitted to the Secretary of the Association no later than the date fixed for the holding of the September Ordinary General Meeting in the year in which their current term expires, or when otherwise required.
- (6) Each elected and appointed member of the Management Committee is, subject to these Rules, to hold office until the conclusion of the Annual General Meeting at which the member's position comes up for election or appointment, and is eligible for re-election or re-appointment.

- (7) A member of the Management Committee is not entitled to hold more than one office on the Management Committee.
- (8) There is no maximum number of consecutive terms for which a member of the Management Committee may hold office.

23. ELECTION OF MEMBERS

- (1) Nominations of candidates as elected members of the Management Committee -
 - (a) shall be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Association no later than the date fixed for the holding of the September Ordinary General Meeting in each year.
- (2) The Secretary shall forward the names of all candidates for election on an official notice to all members at least 7 days before the date fixed for the holding of the Annual General Meeting.
- (3) If insufficient or no proper nominations are received to fill a position on the Management Committee by the September Ordinary General Meeting, nominations of eligible members for that position may be received at the Annual General Meeting with the consent of the nominee.
- (4) If insufficient or no proper further nominations are received to fill a position on the Management Committee, such position shall then be deemed to be a casual vacancy.
- (5) If the number of nominations received is equal to the number of vacancies to be filled for the position, the person or persons nominated shall be deemed to be elected.
- (6) If the number of nominations received for a position exceeds the number of vacancies to be filled, a secret ballot shall be held at the Annual General Meeting.
- (7) The ballot for the election positions on the Management Committee is to be conducted at the Annual General Meeting in such usual and proper manner as the Management Committee directs.
- (8) A nomination of a candidate for election as a member of the Management Committee under this Rule is not valid if that candidate has been elected to another office of a member of the Management Committee at the same election.
- (9) Members of the Management Committee shall not hold office on the Board of Directors or Committee of Management of Macquarie Football Limited, Northern New South Wales Football or any other body controlling matches on which members of this Association are required to officiate.

24. 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 (whether in written or electronic form) of -
 - (a) all appointments of Office-Bearers and members of the Management Committee;
 - (b) the names of members of the Association present at a meeting of

- the Management Committee or a general meeting; and
 - (c) all proceedings at meetings of the Management Committee 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.
- (4) The signature of the Chairperson may be transmitted by electronic means for the purposes of subclause (3).

25. TREASURER

It is the duty of the Treasurer of the Association to ensure that -

- (a) all money due to the Association is collected and received and as soon as practicable thereupon paid without deduction into such bank or banks as the Association may from time to time determine to the credit of an account or accounts in the name of Macquarie Football Referees Association Incorporated;
- (b) all accounts or advances are paid after the same have been passed by the Association or the Management Committee;
- (c) 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; and
- (d) a statement of the financial position of the Association, including a list of accounts approved for payment, is submitted at its Ordinary and Annual General Meetings.

26. JUNIOR MEMBERS' REPRESENTATIVES

In addition to those duties specified elsewhere in these Rules and By-Laws, it shall be the duty of the Junior Members' Representatives to receive submissions from individual members and to present the views of individuals at meetings of the Management Committee.

27. CASUAL VACANCIES

For the purpose of these Rules, a casual vacancy in the office of a member of the Management Committee occurs if the member -

- (a) dies;
- (b) ceases to be a member of the Association;
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the Secretary or President;
- (e) is removed from office under Rule 28;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (g) is absent without consent of the Management Committee from three consecutive meetings of the Management Committee;
- (h) is convicted of any offence punishable on conviction with imprisonment for more than 6 months; or
- (i) obtains or holds office on the Board of Directors or Committee of Management of Macquarie Football Limited, Northern New South Wales Football or any other body controlling matches on which members of this Association are required to officiate.

28. REMOVAL OF MEMBER

- (1) The Association in general meeting may by passing a special resolution remove any member of the Management Committee from the office of member before the expiration of the member's term of office and may nominate other persons to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of the Management Committee to whom a proposed special

resolution referred to in clause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations 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 they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the special resolution is considered.

29. PAYMENT OF OFFICE-BEARERS AND MEMBERS

A member of the Management Committee shall not be appointed to any salaried office of the Association or any office of the Association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Management Committee except -

- (a) repayment of out-of-pocket expenses;
- (b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Association's bankers for money lent to the Association; and
- (c) reasonable and proper rent for premises let to the Association.

30. VACATION OF OFFICE

Without limiting the operation of Rule 27, the office of a member of the Management Committee shall become vacant if the member holds an office of profit in the Association.

31. MEETINGS, QUORUM AND USE OF TECHNOLOGY

- (1) The Management Committee shall meet at least 6 times in each period of 12 months at such place and time as the Management Committee may determine.
- (2) Additional meetings of the Management Committee may be convened by the President or by any member of the Management Committee.
- (3) Oral or written notice of a meeting of the Management Committee shall be given to each member of the Management Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Management Committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Management Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 6 members of the Management Committee constitute a quorum for the transaction of business of a meeting of the Management Committee.
- (6) No business shall be transacted by the Management Committee 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 stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
- (8) At a meeting of the Management Committee -

- (a) the President or, in the President's absence or unwillingness to act, a Vice-President in order of seniority shall preside; or
 - (b) if the President and Vice-Presidents are absent or unwilling to act, such one of the remaining members of the Management Committee as may be chosen by the members present at the meeting shall preside.
- (9) A meeting of the Management Committee may be held at 2 or more venues using any technology approved by the Management Committee that gives each of the Management Committee's members a reasonable opportunity to participate.
 - (10) A Management Committee member who participates in a Management Committee Meeting using that technology, is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

32. DELEGATION BY MANAGEMENT COMMITTEE TO SUB-COMMITTEE

- (1) The Management Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Management Committee thinks fit) the exercise of such of the functions of the Management Committee as are specified in the instrument other than -
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the Management Committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a subcommittee 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.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this Rule, the Management Committee may continue to exercise any function delegated.
- (5) 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 Management Committee.
- (6) The Management Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

33. VOTING AND DECISIONS

- (1) Questions arising at a meeting of the Management Committee or any subcommittee appointed by the Management Committee shall be determined by a majority of the votes of members of the Management Committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Management Committee or of any sub-committee appointed by the Management Committee (including the person presiding at the meeting) 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.

- (3) Subject to Rule 31 (5), the Management Committee may act notwithstanding any vacancy on the Management Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Management Committee or by a sub-committee appointed by the Management Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or subcommittee.

PART IV - GENERAL MEETINGS

34. ANNUAL GENERAL MEETINGS

- (1) The Annual General Meeting of the Association is, subject to any extension or permission granted by the Commissioner under the Act, to be convened on such date and at such place and time during the month of October each year as the Management Committee thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - (a) to register attendance and apologies for non-attendance by members;
 - (b) to confirm the minutes of the last preceding Annual General Meeting;
 - (c) to receive from the Management Committee reports on the activities of the Association during the last preceding financial year;
 - (d) to receive and consider the statement which is required to be submitted to members under the Act;
 - (e) to appoint a returning officer and scrutineers to conduct any ballot to be held during the meeting;
 - (f) to elect office-bearers of the Association and Junior and Senior Members' Representatives of the Management Committee;
 - (g) to receive nominations from members for the Appointments Committee, Coaching Committee and Social Committee of the Association;
 - (h) to elect a trainer, assistant trainers, legal adviser, auditor and other officials of the Association;
 - (i) to determine the percentage of Association Fees to be paid by active and provisional members during the following year;
 - (j) to consider any resolutions proposed as special resolutions of which at least 14 days' written notice was given in accordance with these rules; and
 - (k) to consider any further business at the discretion of the chairperson.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.
- (4) Except as otherwise provided in these Rules, members shall be elected or appointed to an office of the Association until the conclusion of the Annual General Meeting next following the date of the election or appointment.

35. ORDINARY GENERAL MEETINGS

- (1) Ordinary General Meetings of the Association shall be held on a regular night in each month as the Management Committee may determine, excepting the months of October, November, December and

January.

- (2) The order of business at an Ordinary General Meeting, unless otherwise decided by a majority of members present and entitled to vote, shall be -
 - (a) the registration of attendance and apologies;
 - (b) a welcome to new members;
 - (c) the conduct of a coaching session;
 - (d) the confirmation of the minutes of previous Ordinary and Special General Meetings;
 - (e) the presentation of a report on the activities of the Management Committee;
 - (f) the receipt and endorsement of correspondence;
 - (g) the submission of accounts for payment;
 - (h) the receipt and adoption of a financial statement;
 - (i) the receipt of reports by members of the Management Committee and sub-committees;
 - (j) any special resolutions of which notice has been given pursuant to Rule 37 (2); and
 - (k) any business of a general nature.

36. SPECIAL GENERAL MEETINGS

- (1) The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The Management Committee must, on the requisition of at least 5 per cent of the total number of members, convene a Special General Meeting of the Association.
- (3) A requisition of members for a Special General Meeting -
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the Secretary; and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the Management Committee 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 Special 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) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Management Committee.
- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

37. NOTICE

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 7 days before the date fixed for the holding of the general meeting, cause to be sent to each member at the member's address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) 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 shall be transacted at the meeting.
- (4) A member desiring to bring any special business before a general meeting shall give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

38. PROCEDURE

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- (2) Ten members present in person (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 7) shall constitute a quorum.

39. PRESIDING MEMBER

- (1) The President or, in the President's absence or unwillingness to act, a Vice President in order of seniority, shall preside as chairperson at each general meeting of the Association.
- (2) If the President and the Vice-Presidents are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

40. 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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned 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.

41. MAKING OF DECISIONS

- (1) Except as otherwise provided in these Rules, a question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, 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 not less than 3 members present in person at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall 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, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

42. SPECIAL RESOLUTION

A resolution of the Association is a special resolution if -

- (a) it is passed by a majority which comprises not less than three-quarters of such votes as cast in person by members of the Association at a general meeting of which not less than 14 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 Office of Fair Trading that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Office of Fair Trading.

43. VOTING

- (1) Upon any question arising at a general meeting of the Association -
 - (a) active and non-active members, including Life Members of the Association, shall be entitled to one vote each;
 - (b) provisional, social and honorary members shall not be entitled to vote but may speak on the matter being considered; and
 - (c) representatives from Macquarie Football Limited and other football bodies are not entitled to vote but may speak on the matter being considered.
- (2) All votes shall be given personally at the general meeting.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson is entitled to a second or casting vote.

- (4) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid.

PART V - MISCELLANEOUS

44. INSURANCE

- (1) The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition, active and provisional members of the Association must not be appointed to fixtures unless they have paid the required premium and are covered by the approved accident insurance scheme and public liability insurance taken out for the Association.
- (3) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

45. FUNDS - SOURCE

- (1) The funds of the Association shall be derived from entrance fees, annual membership subscriptions, Association fees (which are a percentage of moneys earned by members officiating on recognised approved fixtures as appointed by this Association), levies, donations, grants and, subject to any resolution passed by the Association in general meeting, such other sources as the Management Committee determines.
- (2) Association fees shall be determined at each Annual General Meeting for the ensuing year.
- (3) The Secretary shall cause to be sent to each member an account for all money owing by the member to the Association at least 7 clear days before the date fixed for the holding of each Ordinary and Annual General Meeting, and payment of the account shall be due and payable on the date of the Ordinary or Annual General Meeting referred to in the account.
- (4) A member is not entitled to stand as a candidate for any office or position in the Association unless all money due and payable by the member to the Association has been paid.
- (5) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

46. FUNDS - MANAGEMENT

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Management Committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are to be signed by any two of the following members of the Management Committee -
 - (a) the President;
 - (b) the Secretary;
 - (a) the Assistant Secretary / Registrar;
 - (b) the Treasurer; or
 - (c) the Assistant Treasurer / Equipment Officer.

- (3) Accounts shall be approved before payment by either a general meeting of the Association or a meeting of the Management Committee.

47. ASSOCIATION TRADING OR SECURING PECUNIARY GAIN

Subject to the Act, the Association shall not -

- (a) trade or secure pecuniary gain for its members; or
- (b) as trustee, trade or secure pecuniary gain for members of the Association.

48. COMMON SEAL

- (1) The common seal of the Association shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Management Committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the Management Committee or of 1 member of the Management Committee and of the Public Officer or Secretary.

49. CUSTODY OF BOOKS

Except as otherwise provided by these Rules, all records, books and other documents relating to the Association must be kept in New South Wales:

- (a) at the main premises of the Association, in the custody of the Public Officer or a member of the Association (as the Management Committee determines), or
- (b) if the Association has no premises, at the Association's official address, in the custody of the Public Officer.

50. INSPECTION OF BOOKS

- (1) The following documents must be open for inspection, free of charge, by a member of the Association at any reasonable hour:
 - (a) records, books and other financial documents of the Association,
 - (b) minutes of all Management Committee Meetings and general meetings of the Association.
- (2) Despite subclause (1), the Management Committee may refuse to permit a member of the Association to inspect or obtain a copy of records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

51. SERVICE OF NOTICES

- (1) For the purpose of these Rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the Register of Members or by electronic means such as e-mail when requested or agreed to by the member.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Where the notice is sent by electronic means, it shall be deemed for the purpose of these Rules to have been served on the member on the day following that on which the notice is transmitted.

52. CODE OF CONDUCT

- (1) All members shall be bound by the Rules and By-Laws of the Association.
- (2) No member will, by any act or omission, bring the Association, refereeing in general or the game of football into disrepute whether or not such act or omission be in the course of the member's duties as a referee.
- (3) No statements on behalf of, or in the name of, the Association shall be made except by the President, Secretary or the Treasurer, or by their authority, or that of the Management Committee.
- (4) Other than members of the Management Committee in the course of executing their duties under these Rules and By-Laws, no member shall write to or make direct contact with Macquarie Football Limited or the Referees Standing Committee or their officers on any matter concerning the Association without previously obtaining the permission of the Management Committee.
- (5) No member shall officiate on any fixture as a referee or assistant referee unless the Appointments Committee has made such an appointment or approved such action.
- (6) No member shall officiate on any fixture as a referee or assistant referee whilst such member is suspended from membership of the Association or any other football refereeing organisation.
- (7) No member shall knowingly officiate on any fixture with a person who is suspended or expelled from membership of the Association or any other football refereeing organisation.
- (8) No member shall be permitted to give any form of publicity or comment, that is contrary or critical of a referee's or assistant referee's performance in a game, unless such publicity or comment be given as evidence at a judicial, appeals or disciplinary hearing, or similar forum, or unless it has first been approved by the Management Committee.
- (9) Each member shall at all times observe the laws of the game and the requirements of the Association and of the bodies responsible for organising any match at which he or she officiates, and shall promptly complete and forward any necessary report on the match, on the conduct of any player, official or spectator or on ground conditions.

53. EXECUTIVE COMMITTEE

- (1) The Executive Committee shall consist of the President, Secretary and Treasurer of the Association.
- (2) The Executive Committee shall meet as required in the case of urgent business of a special nature requiring immediate consideration or action, and shall be empowered to take any such action as is required.
- (3) The deliberations and actions of the Executive Committee shall be reported to the next succeeding Management Committee Meeting or General Meeting.

54. SUB-COMMITTEES

- (1) The President and the Secretary shall be ex-officio members of all sub-committees.

- (2) The Management Committee shall comprise those members as specified in Rule 22 and the Executive Committee shall comprise those members as specified in Rule 53.
- (3) The Appointments Committee shall comprise a minimum of three members of the Association, one of whom shall be the Appointments Officer, and the remainder of whom shall be appointed by the Management Committee from nominations received at each Annual General Meeting or when otherwise required.
- (4) Any member of the Appointments Committee must be at least 16 years of age and hold current accreditation as a Level 4 Referee or higher.
- (5) The Coaching Committee shall comprise a minimum of three members of the Association, three of whom shall be the Director of Coaching, the Level 4 Referee Co-Ordinator and the Junior Referee Coach, and the remainder of whom shall be appointed by the Management Committee from nominations received at each Annual General Meeting or when otherwise required.
- (6) The Director of Coaching must hold current accreditation as a Level 3 Referee or higher and as a Level 3 Referee Assessor or higher; and hold or be willing to attain accreditation as a level 3 Referee Instructor or higher.
- (7) The Level 4 Referee Co-Ordinator must be at least 16 years of age, hold current accreditation as a Level 3 Referee or higher and hold or be willing to attain accreditation as a Level 3 Referee Assessor or higher and as a Level 3 Referee Instructor or higher.
- (8) The Junior Referee Coach must be at least 16 years of age, hold current accreditation as a Level 3 Referee or higher and hold or be willing to attain accreditation as a Level 3 Referee Assessor or higher and as a Level 3 Referee Instructor or higher.
- (9) Any member of the Coaching Committee must be at least 16 years of age, hold current accreditation as a Level 3 Referee or higher and hold or be willing to attain accreditation as a Level 3 Referee Assessor or higher and as a Level 3 Referee Instructor or higher.
- (10) The Referee Assessment Committee shall comprise an unlimited number of members of the Association, one of whom shall be the Director of Coaching, and the remainder of whom shall be appointed by the Management Committee from nominations received at each Annual General Meeting or when otherwise required.
- (11) Any member of the Referee Assessment Committee must be at least 16 years of age, hold current accreditation as a Level 3 Referee or higher and hold or be willing to attain accreditation as a Level 3 Assessor or higher.
- (12) The Referee Mentoring Committee shall comprise an unlimited number of members of the Association, all of whom shall be appointed by the Management Committee from nominations received at each Annual General Meeting or when otherwise required.
- (13) Any member of the Referee Mentoring Committee must be at least 16 years of age and hold accreditation as a Level 4 Referee or higher.
- (14) The Social Committee shall comprise an unlimited number of members of the Association, all of whom shall be appointed by the Management Committee from nominations received at each Annual General Meeting or when otherwise required.

(15) The power and duties of sub-committees shall be delegated to them by the Management Committee as specified in Rule 32.

55. EXAMINATION SECRETARY

The Management Committee shall appoint a member of the Coaching Committee to the position of Examination Secretary as and when required.

56. ASSISTANT COACH

The Management Committee shall appoint members of the Coaching Committee to the positions of Assistant Coaches as and when required.

57. SOCIAL SECRETARY

The Management Committee shall appoint a member of the Social Committee to the position of Social Secretary as and when required.

58. SUPPLY OF CONSTITUTION

A copy of the Rules and By-Laws of the Association and of all alterations or additions made thereto from time to time must be forwarded to members and Macquarie Football Limited.

59. FINANCIAL YEAR

The financial year of the Association shall commence on October 1st each year and close on September 30th each following year.

60. DISSOLUTION

- (1) The Association shall be dissolved or wound up -
 - (a) voluntarily, if the Association so resolves by special resolution at a Special General Meeting convened for that purpose; or
 - (b) if so ordered by the Supreme Court of New South Wales.
- (2) If, upon the dissolution or winding up of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association but shall be given or transferred to some other organisation having objects similar to the objects of the Association and which is exempt from income tax under Section 23 of the Income Tax Assessment Act, 1936 and which fulfils the requirements of Section 53 (2) (a) - (c) of the Associations Incorporation Act, 2009.
- (3) The institution in which the Association is to vest its surplus property in the event of its dissolution or winding up shall be nominated by a special resolution of the Association.

61. ALTERATION OF OBJECTS AND RULES

The Statement of Objects and these Rules may be altered, rescinded or added to only by a special resolution of the Association.

MACQUARIE FOOTBALL REFEREES ASSOCIATION INCORPORATED

BY-LAWS

1. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

- (1) The duties currently performed by the Office-Bearers, members of the Management Committee and other officers of the Association are to continue to be carried out by those persons until the Annual General Meeting to be held in October, 2017 when the following is to apply.
- (2) The President shall -
 - (a) be the presiding executive officer of the Association and shall exercise a watching brief over the whole of the administration of the Association;
 - (b) be responsible for the good order and discipline of meetings of the Management Committee and the Association which shall be conducted in accordance with the accepted rules of debate; and
 - (c) be responsible for the good governance and reputation of the Association.
- (3) The Senior Vice-President shall -
 - (a) assist the other members of the Management Committee, and in particular, the President, in their duties as required;
 - (b) be the chairperson of the meetings of the Out of Pocket Expenses Committee; and
 - (c) attend any general meetings of Macquarie Football Limited as required.
- (4) The Junior Vice-President shall -
 - (a) assist the other members of the Management Committee, and in particular, the President, in their duties as required; and
 - (b) be the Social Events Co-Ordinator of the Association and carry out the duties in connection with that office as specified in By-Law 5.
- (5) The Secretary, in addition to those duties specified in the Rules, shall -
 - (a) conduct, keep and produce when required the correspondence in connection with the administration of the Association;
 - (b) ensure that the attendance book is made available at each meeting of the Management Committee and the Association and is signed by attending members;
 - (c) control the clerical work of the Association and implement all directions given by it or the Management Committee;
 - (d) record the names and addresses of all members of the Management Committee and the Association;
 - (e) be the custodian of such books, records and registers as the Management Committee or the Association may from time to time determine;
 - (f) prepare an annual report for presentation to each Annual General Meeting; and
 - (g) with the consent of the President or the Management Committee assign such duties as deemed necessary to the Assistant Secretary / Registrar.
- (6) The Assistant Secretary / Registrar shall -
 - (a) record and present the minutes of proceedings at all meetings of the Management Committee and Association;
 - (b) assist the Secretary when and where required;
 - (c) in the absence of the Secretary, carry out his or her duties as far as possible;

- (d) keep and maintain a current register of the names, addresses, telephone numbers, dates of birth, gradings and Football Federation Australia accreditation levels of all referees, inspectors and instructors in the Association; and
 - (e) provide information to the Management Committee and the Association as required in relation to the annual online registration of the Association's referees, inspectors and instructors.
- (7) The Treasurer, in addition to those duties specified in the Rules, shall -
- (a) have custody of the Association's cheque books;
 - (b) be responsible for the preparation and publication of the statement which is required to be submitted to members at each Annual General Meeting pursuant to Section 26 (6) of the Act; and
 - (c) be a member of the Out of Pocket Expenses Committee.
- (8) The Assistant Treasurer / Equipment Officer shall -
- (a) assist the Treasurer when and where required;
 - (b) carry out the duties in connection with the office of Equipment Officer as specified in By-Law 7.
- (9) The Director of Coaching shall -
- (a) be the co-ordinator of the Coaching Committee and control its activities;
 - (b) be responsible for the coaching of referees, assessors and instructors in the Association;
 - (c) facilitate as the lead instructor during the coaching sessions at Ordinary General Meetings of the Association with the key focus on referee education and development;
 - (d) attend educational sessions and present educational materials as required;
 - (e) provide leadership and mentoring to other referees, assessors and instructors in the Association;
 - (f) conduct referee assessments during the season;
 - (g) instruct at Level 4 Referee development training for new referees;
 - (h) work closely with the Appointments Officer, Level 4 Referee Co-Ordinator and the Junior Referee Coach to integrate new referees into the Association;
 - (i) provide the Management Committee with recommendations to improve referee education and support;
 - (j) be willing to undertake relevant professional development as required;
 - (k) foster a culture of education and development in an open and transparent manner within the refereeing community; and
 - (l) carry out such other duties that may from time to time be allocated to him or her by the Management Committee.
- (10) The Level 4 Referee Co-Ordinator shall -
- (a) liaise with new and young referees to support them on match days before, during and after their matches;
 - (b) be involved at Level 4 Referee development training for new referees;
 - (c) work closely with the Director of Coaching, Junior Referee Coach and Appointments Officer to integrate new referees into the Association;
 - (d) provide any required administrative support and feedback relating to the Association's new referees;
 - (e) be willing to undertake relevant professional development as required; and
 - (f) carry out such other duties that may from time to time be allocated to him or her by the Director of Coaching or Management Committee.

- (11) The Junior Referee Coach shall -
- (a) be involved with the development training for the Association's junior referees;
 - (b) work closely with the Director of Coaching, Level 4 Referee Co-Ordinator and Appointments Officer to integrate new referees into the Association;
 - (c) provide any required administrative support and feedback relating to the Association's junior referees;
 - (d) be willing to undertake relevant professional development as required; and
 - (e) carry out such other duties that may from time to time be allocated to him or her by the Director of Coaching or Management Committee.
- (12) The Appointments Officer shall -
- (a) be the co-ordinator of the Appointments Committee and control its activities;
 - (b) keep and produce when required a copy of all appointments made by the Appointments Committee during each current year;
 - (c) be responsible for the notice to all referees, assistant referees and inspectors of their appointments;
 - (d) forward weekly a copy of all appointments made by the Appointments Committee to the Treasurer to allow for the calculation of Association Fees to be paid by members;
 - (e) ensure that all policies determined by the Management Committee in relation to appointments are implemented;
 - (f) report regularly to the Management Committee on the activities of the Appointments Committee; and
 - (g) carry out such duties that may from time to time be allocated to him or her by the Management Committee.
- (13) The two Junior Members' Representatives, in addition to those duties specified in the Rules, shall -
- (a) liaise with the Association's junior members at matches and activities to gain feedback on current issues which then can be provided to the Management Committee;
 - (b) represent the best interests of the Association's junior members at Management Committee Meetings;
 - (c) learn how the administration of the Association operates; and
 - (d) be required to carry out such duties that may from time to time be allocated to them by the President or Management Committee.

2. APPOINTMENTS COMMITTEE

The Appointments Committee shall -

- (a) appoint available members from the active membership list to officiate on matches controlled by Macquarie Football Limited played within the boundaries of the City of Lake Macquarie;
- (b) appoint available members from the active membership list to officiate on other approved matches as required;
- (c) make suitable appointments to matches for candidates undertaking field assessments and higher class certificate field test examinations;
- (d) implement all policies determined by the Management Committee in relation to the appointment of members; and
- (e) carry out such duties that may from time to time be allocated to it by the Management Committee or the Appointments Officer.

3. COACHING COMMITTEE

The Coaching Committee shall -

- (a) be responsible for holding coaching sessions, seminars and lectures, and the general training of refereeing candidates and referees;
- (b) examine each refereeing candidate for the purpose of ascertaining

- such person's knowledge of the game and of the laws of football, and general qualifications and capabilities up to such standard as may be required by the Association; and
- (c) carry out such duties that may from time to time be allocated to it by the Management Committee or the Director of Coaching.

4. SOCIAL COMMITTEE

The Social Committee shall -

- (a) organise and conduct social functions for the members of the Association; and
- (b) carry out such duties that may from time to time be allocated to it by the chairperson of the Social Committee, Social Secretary or the Management Committee.

5. CHAIRPERSON OF THE SOCIAL COMMITTEE

The chairperson of the Social Committee shall -

- (a) be the chairperson of all meetings of the Social Committee and ensure that the wishes and determinations of the Social Committee are correctly carried out in the best interests of the Association;
- (b) in emergency situations make decisions relevant to any event that has or will be organised by the Social Committee; and
- (c) be directly responsible to the Management Committee and regularly report to it on the activities of the Social Committee.

6. SOCIAL SECRETARY

The Social Secretary shall -

- (a) in conjunction with the chairperson of the Social Committee control the activities of the Social Committee;
- (b) report at each Ordinary General Meeting on forthcoming social functions for the members of the Association; and
- (c) carry out such duties that may from time to time be allocated to him or her by the Management Committee or the chairperson of the Social Committee.

7. EQUIPMENT OFFICER

The Equipment Officer shall -

- (a) organise and conduct the sale of refereeing uniforms and equipment to members of the Association in such usual and proper manner as the Management Committee may direct;
- (b) keep all refereeing uniforms and equipment purchased by the Association in his or her custody and make such uniforms and equipment available for sale to members prior to the commencement of each Ordinary General Meeting; and
- (c) carry out a review of all surplus refereeing uniforms and equipment held by the Association at the end of each financial year and when otherwise required by the Management Committee.

8. EXAMINATION SECRETARY

The Examination Secretary shall -

- (a) organise and co-ordinate the theory examination of entrance course candidates and higher class certificate applicants;
- (b) keep and produce when required theory examination papers; and
- (c) report in writing to the Management Committee on the results of all theory examinations.

9. ASSISTANT COACH

The Assistant Coach shall carry out such duties that may from time to time be allocated to him or her by the Director of Coaching, Examination Secretary or the Management Committee.

10. REFEREE ASSESSMENT COMMITTEE

- (1) A course of instruction for all members of the Referee Assessment Committee shall be held at the commencement of each season.
- (2) Before being appointed to assess on matches by themselves, the new members of the Referee Assessment Committee each season shall undertake further practical training in the company of more experienced assessors.
- (3) Further coaching or mentoring of any of the members of the Referee Assessment Committee can be required by the Director of Coaching or Management Committee.

11. TRAINER AND ASSISTANT TRAINERS

The Trainer and Assistant Trainers shall -

- (a) organise and conduct annual fitness tests for active and provisional members of the Association in such usual and proper manner as the Management Committee may direct;
- (b) submit to the Secretary a notice in writing of the attendance of members at such fitness tests; and
- (c) organise and conduct training sessions for active and provisional members of the Association, when deemed necessary by the Management Committee or a general meeting of the Association.

12. LEGAL ADVISER

At each Annual General Meeting the Association shall appoint a legal adviser who shall assist and advise the Association on matters of a legal nature when necessary.

13. AUDITORS

- (1) Auditors shall be appointed by the Association at each Annual General Meeting.
- (2) The accounts of the Association shall be audited prior to the Annual General Meeting by the auditors.
- (3) The report of such audit shall be appended to the statement submitted to the Annual General Meeting pursuant to Section 26 (6) of the Act.
- (4) The auditors shall at any reasonable hour have access to the books, records and documents of the Association and may in relation thereto examine any member of the Management Committee.

14. SERVICE AWARD

Upon attaining 10 years continuous membership of the Association, and each successive 5 year period thereafter, members shall be entitled to a service award, with each recipient being presented with a suitably designed service certificate.

15. UNIFORM

- (1) The Management Committee shall be responsible for determining and publicising the approved types of shirts, shorts, socks, track suits, footwear, headwear and raincoats, which shall comprise the official uniform of the Association.
- (2) The official uniform of the Association must be worn on all occasions by members when officiating on matches as appointed by

the Appointments Committee.

- (3) The official footwear of the Association to be worn on all occasions by members when officiating on matches as appointed by the Appointments Committee is all black footwear with black laces, or predominantly black footwear with stripes or flashes of another colour, with black laces.
- (4) The wearing of a three-quarter length clear plastic raincoat or official cap is optional.
- (5) Black track suit pants, being either all black or with white side stripes, or other approved track suit pants, may be worn by assistant referees and fourth officials during extremely cold weather but shall not be worn by referees at any time.
- (6) Referees and assistant referees shall not be permitted to wear sunglasses when officiating but medically prescribed glasses may be worn by members who have received the approval of the Management Committee.
- (7) Active members failing to be attired in the official uniform of the Association when officiating shall be liable to be disciplined pursuant to Rule 17.

16. APPOINTMENT OF REFEREES

- (1) The appointment of members of the Association as referees and assistant referees on matches is vested in the Appointments Committee in accordance with the provisions of By-Law 2.
- (2) The Secretary shall forward an availability form to members prior to the annual seminar of the Association each year and no member shall be appointed to matches, after the date of that seminar, until this form has been properly completed, signed and returned to the Secretary.
- (3) The Appointments Committee shall grade referees on their performance for the purpose of appointments with such grading being determined by the results of Inspectors' reports.
- (4) To be eligible for appointment to finals and grand finals, members -
 - (a) shall have completed an approved fitness test of the Association in that year;
 - (b) shall have completed the approved annual seminar of the Association or met the requirements of the Management Committee in relation to By-Law 26; and
 - (c) shall have officiated on sufficient games and at a level of performance, during the year, to satisfy the requirements of the Appointments Committee.
- (5) Visiting referees with the written approval of their organisation may be accepted as honorary members at the discretion of the Management Committee and be permitted to officiate on matches as appointed by the Appointments Committee for the duration of their honorary membership.
- (6) Provisional members whose age is under 14 years shall be classified as cadet referees and shall only be appointed to officiate as a referee on suitable non competition fixtures.

17. NON-ATTENDANCE OR ALTERATION TO APPOINTMENTS

- (1) Active members unable to officiate on matches as appointed shall give notice of their unavailability to a member of the Appointments

Committee as soon as this fact is known, and no later than 6-30 p.m. on the day preceding such matches, or 7-30 a.m. on the day of such matches.

- (2) Active members failing to attend their appointments shall notify a member of the Appointments Committee of this fact within 24 hours of such appointments and specify the reason for their non-attendance.
- (3) Active members unable to complete their appointments after arriving at the venue shall notify a member of the Appointments Committee of this fact, and the circumstances which led to the resulting alteration to their appointments, within 24 hours of the completion of the match or matches.
- (4) Active members whose appointments are altered due to another active member failing to attend his or her appointments, or being unable to complete his or her appointments after arriving at the venue, shall notify a member of the Appointments Committee of the alteration of appointments, within 24 hours of the completion of the match or matches.
- (5) In the event that a member of the Appointments Committee cannot be contacted, the Secretary shall be notified of a member's unavailability, non-attendance or alteration of appointments.
- (6) Active members failing to comply with any requirement of this By-Law shall be liable to be disciplined pursuant to Rule 17.

18. COMPLAINTS ON APPOINTMENTS

- (1) A member with a complaint on his or her refereeing appointments may meet with the Appointments Committee at a venue, date and time suitable to both parties by submitting in writing a request to the Secretary, who shall arrange the requested meeting.
- (2) A complaint by a member in regards to refereeing appointments shall not be read or discussed at any meeting of the Management Committee or the Association unless the member lodging the complaint has first discussed the complaint with the Appointments Committee.
- (3) A member with a complaint on his or her inspection appointments may meet with the Co-ordinator of Inspectors at a venue, date and time suitable to both parties by submitting in writing a request to the Secretary, who shall arrange the requested meeting.
- (4) A complaint by a member in regards to inspection appointments shall not be read or discussed at any meeting of the Management Committee or the Association unless the member lodging the complaint has first discussed the complaint with the Co-ordinator of Inspectors.

19. GRADINGS

- (1) A non-active member who has previously qualified in a particular grade but has not actively refereed for a period of at least 12 months shall be required to undertake the field test examination for his or her grade before being placed again on the active membership list.
- (2) A non-active member who has previously qualified in a particular grade but not actively refereed for a period of 2 years or more shall be required to undertake the theory and field test examinations for his or her grade before being placed again on the active membership list.
- (3) A member of the Association, prior to being permitted to undertake a

higher class certificate examination, shall -

- (a) be invited to undertake the examination by the Management Committee;
- (b) accept that invitation and pay to the Association the prescribed examination fee which shall be determined annually by the Management Committee;
- (c) attend or have attended an approved annual seminar during that calendar year;
- (d) complete or have completed an approved fitness test during that calendar year; and
- (e) attend or have attended a minimum of one coaching session as arranged by the Director of Coaching.

20. REFEREES' FEES

The match fees to be paid to members of the Association for officiating on competition matches shall be a matter of arrangement between the Referees Standing Committee and Northern New South Wales Football.

21. REFEREES' REPORTS

- (1) A referee who has officiated in a match in which a player has been sent from the field of play shall verbally inform the Secretary or President of this fact within 24 hours of the match and shall cause a fully, properly completed and signed report on the matter on the prescribed send-off report form of the Association, to be received by the Secretary of this Association, within 48 hours of the match (Sundays not included).
- (2) An assistant referee who has officiated in a match in which a player has been sent from the field of play by the referee shall cause a fully, properly completed and signed report on the matter on the prescribed send-off report form of the Association, to be received by the Secretary of this Association, within 48 hours of the match (Sundays not included), only if specifically involved in the incident or if requested to do so.
- (3) Where a match has been abandoned by a referee, or where a referee or assistant referee deems it necessary to submit a report on any person or incident relating to a match, the member concerned shall verbally inform the Secretary or President of this fact within 24 hours of the match and shall forward a fully, properly completed and signed report on the matter on the prescribed match report form of the Association, only to the Secretary of this Association, within 48 hours of the match (Sundays not included).
- (4) Referees and assistant referees failing to comply with any requirement of this By-Law shall be liable to be disciplined pursuant to Rule 17.

22. TEAMSHEETS

- (1) Referees shall fully and properly complete the team sheet upon the immediate completion of each competition match on which they officiate.
- (2) Referees shall complete all team sheets in either blue or black ink, and include the printing and signature of their name as required.
- (3) Where the regulations of a football association or federation so require, referees shall cause team sheets to be sent to that association or federation within 48 hours of each match on which they officiate (Sundays not included).
- (4) Referees failing to comply with any requirement of this By-Law shall

be liable to be disciplined pursuant to Rule 17.

23. CLAIMS FOR FEES

- (1) All claims for match fees shall be forwarded on the prescribed claim form of the Association to the Secretary within 7 days after the completion of the fixtures for which the fees are being claimed, or be deemed invalid.
- (2) Claims for travelling expenses shall not be accepted.

24. SUSPENSIONS AND EXPULSIONS

- (1) The notice in writing of the suspension from refereeing or membership or the expulsion of any person by any other football refereeing body must upon receipt be recognised by the Association.
- (2) A notice in writing of the suspension from refereeing or membership or the expulsion of any member of the Association must be sent to the Referees Standing Committee and Macquarie Football Limited by the Secretary within 7 days after the suspension or expulsion takes effect.

25. FITNESS TESTS

- (1) Active and provisional members of the Association shall only be eligible for appointment to finals and grand finals each year if they have completed an approved annual fitness test of the Association.
- (2) Approved annual fitness tests for active and provisional members of the Association shall be conducted each year by the Trainer and Assistant Trainers in such usual and proper manner as the Management Committee may direct.
- (3) A member unable to attend the approved annual fitness tests conducted by the Association and who wishes to be eligible for appointment to finals and grand finals that year, shall cause a notice in writing to be received by the Secretary, seeking an extension of the period for the holding of a fitness test for the member.
- (4) All such notices, seeking an extension of the period for the holding of a fitness test, shall be received by the Secretary no later than 7 days after the date fixed for the holding of the final fitness test for the Association for that year, or be deemed invalid.
- (5) The Management Committee shall make a determination on any valid notice submitted by a member under clause (3) and may extend the period for the holding of a fitness test for that member until such time and under such conditions as it thinks fit.

26. SEMINARS

- (1) Active and provisional members of the Association shall only be eligible for appointment to competition fixtures each year if they have attended an approved annual seminar or coaching session.
- (2) A member unable to attend the approved annual seminar of the Association may cause a notice in writing to be sent to the Secretary, specifying the reasons for such inability, no later than 48 hours after the date fixed for the holding of the seminar for that year.
- (3) The Management Committee shall make a determination on any notice submitted by a member under clause (2) and may, if it thinks fit, grant permission to the member to attend an approved coaching

session, or a seminar conducted by another refereeing organisation, during that year.

27. OUT-OF-POCKET EXPENSES

At the September Ordinary General Meeting each year, the Association shall decide to whom out-of-pocket expenses are to be paid and determine the amount of those expenses.

28. RESOLUTIONS

- (1) All resolutions passed at a meeting of the Management Committee or the Association shall be conclusive and binding on all members whether they be present or not, provided that such meeting was convened and conducted in accordance with the Rules.
- (2) Any resolution passed at a general meeting of the Association may be reviewed at a subsequent general meeting.
- (3) Where a resolution referred to in clause (2) is reviewed at a general meeting of the Association, confirmation of the resolution shall be by a simple majority vote of the members present and entitled to vote at that meeting.

29. INTERPRETATION

Any matter affecting this Association which is not covered by the Rules or By-Laws, or where a doubt arises as to the application or meaning of any clause of the Rules or By-Laws, shall be decided by a vote at a meeting of the Management Committee, and that decision shall be final and binding on all members.

30. ALTERATIONS OF BY-LAWS

- (1) Subject to Clause (2), these By-Laws may be altered, rescinded or added to only by a special resolution of the Association.
- (2) Regardless of the Rules and By-Laws of this Association, the By-Laws and regulations of Federation Internationale de Football Association, Football Federation Australia and the Referees Standing Committee must take precedence, and therefore By-Laws of the Association must be automatically amended as and when required to conform with the By-Laws and regulations of Federation Internationale de Football Association, Football Federation Australia and the Referees Standing Committee.