



**NEWCASTLE JUNIOR ROLLER DERBY  
(NJRD) INCORPORATED**

**Constitution**

***Dated 06/04/2024***

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## **1. NAME**

The name of the Association is Newcastle Junior Roller Derby (NJRD) Incorporated (the Association).

## **2. OBJECTIVES**

The objectives of the Association are to:

- 2.1. Provide a supportive environment for children aged 7–17 years inclusive to learn to roller skate and develop and operate a junior flat-track roller derby league;
- 2.2. Facilitate a group of children and youths dedicated to roller derby;
- 2.3. Promote and advance Junior Roller Derby as a legitimate sport;
- 2.4. Maintain high safety standards; and
- 2.5. Encourage athleticism, participation, co-operation and teamwork.
- 2.6. The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objectives of the Association.

## **3. MISSION STATEMENT**

Newcastle Junior Roller Derby is a self-organised, not for profit Association dedicated to developing and operating a junior roller derby league in the Newcastle and Hunter region, New South Wales, Australia. Our aim is to facilitate learn to roller skate classes with the aim of advancing to a group dedicated to junior roller derby as a legitimate roller sport. We are committed to maintaining high safety standards, developing skills and athleticism. We value the sense of fun and individuality that roller skating and junior roller derby represents, while promoting teamwork as an essential factor for success.

## **4. POWERS OF THE ASSOCIATION**

As conferred by section 13 of the Act, the powers of the Association are to:

- 4.1. Acquire, hold, deal with, and dispose of any real or personal property;
- 4.2. Open and operate bank accounts;
- 4.3. invest its money;
  - 4.3.1. In any security in which trust monies may be lawfully invested; or
  - 4.3.2. In any other manner authorised by the rules of the Association.

- 4.4. Borrow money upon such terms and conditions as the Association thinks fit;
- 4.5. Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- 4.6. Appoint agents and employees to transact any business of the Association on its behalf;
- 4.7. Build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish, equip and improve the same for use by the Association;
- 4.8. Print and publish any information by any media (including newspapers, periodicals, books, posters or leaflets) for promotion of the Association;
- 4.9. Accept donations and gifts in accordance with the objects of the Association;
- 4.10. Provide gifts and prizes in accordance with the objects of the Association;
- 4.11. Organise social events for Members and the promotion of the Association; and
- 4.12. Enter into any other contract it considers necessary or desirable.

## **5. MEMBERSHIP**

- 5.1. Membership shall be open to any person who wishes to further the interests of the Association.
- 5.2. Any person seeking membership shall make application to the Committee, and the Committee shall determine whether the application is successful or not.
- 5.3. Each person admitted to membership shall be:
  - 5.3.1. Bound by the constitution of the Association;
  - 5.3.2. Liable for such fees as fixed by the Association;
  - 5.3.3. Entitled to all advantages and privileges of membership.
- 5.4. Membership categories;
  - 5.4.1. Parent/Guardian member – Any person who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association;
  - 5.4.2. Coach member - Any person nominated by the Committee as a coach;
  - 5.4.3. Referee member - Any person nominated by the Committee as a referee;
  - 5.4.4. Junior member - Any person aged 7 years or more but under the age of 18;
  - 5.4.5. Affiliate member - Any person nominated by the Committee as an affiliate representative of the Association; and

- 5.4.6. Life member - Any person that has been given the honour of outstanding service per 5.7.
- 5.5. The Committee shall appoint a Registrar to maintain and keep an up-to-date register of members of the Association and their postal or residential addresses. This may be the secretary.
- 5.6. A member may at any reasonable time inspect the records and documents of the Association.
- 5.7. A volunteer or member that has made a significant contribution to the Association may be nominated in writing by two (2) members. This nomination will then be discussed by The Committee and if they feel warranted will be put to the members at a general meeting with a majority vote of at least 75% (of members present in person) they will become a Life Member. A Life Member is entitled to speak and vote at meetings.

## **6. TERMINATION OF MEMBERSHIP**

- 6.1. Membership of the Association may be terminated upon;
- 6.1.1. Resignation - Such person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination;
- 6.1.2. Expulsion; or
- 6.1.3. Non-payment by a member of their subscription within one (1) month of the date fixed by the Committee for subscriptions to be paid, unless the Committee decides otherwise.
- 6.2. The Committee shall have the power to suspend or expel any member of the Association for;
- 6.2.1. Any of the events specified in item 6.1.;
- 6.2.2. False or inaccurate statements made in the member's application for membership of the Association;
- 6.2.3. Breach of terms or regulations of the Association; or
- 6.2.4. Any act detrimental to the Association, after having undertaken due inquiry.
- 6.3. Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting, and the decision of the General Meeting shall be final.

## **7. MANAGEMENT COMMITTEE**

- 7.1. Subject to item 7.7. the affairs of the Association will be managed exclusively by a Management Committee (the Executive) consisting of a minimum of;
- 7.1.1. President;
  - 7.1.2. Treasurer;
  - 7.1.3. Secretary;
  - 7.1.4. Grievance Officer; and
  - 7.1.5. Not less than one (1) other persons.
- 7.2. Committee members must be members of the Association and must be elected to membership of the Committee at an Annual General Meeting.
- 7.3. No person shall hold more than one position on the Committee at any one time. A person shall cease to be a Committee member at the conclusion of the Annual General Meeting which follows their election and will be eligible for re-election.
- 7.4. A quorum of the Committee shall have a minimum of three (3) members.
- 7.5. If the President is unable to attend a Committee meeting, then a chairperson nominated by the Committee members present shall chair that meeting.
- 7.6. A member of the management committee may lose their seat on the committee for the following reasons;
- 7.6.1. Absence from three (3) or more meetings without leave of absence; or
  - 7.6.2. Found not to be a financial member.
- 7.7. The Committee may delegate, in writing, to one or more sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than;
- 7.7.1. The power of delegation; and
  - 7.7.2. A function which is a duty imposed on the Committee by the Act or any other law.
- 7.8. Any delegation under item may be subject to such conditions and limitations as to;
- 7.8.1. The exercise of that function; or
  - 7.8.2. The time and circumstances as specified in the written delegation.
- 7.9. The Committee may continue to exercise any function delegated, and may revoke wholly or in part, any delegation under item 7.7.

- 7.10. No person will serve more than three (3) consecutive years in the same position unless cessation causes the Association unable to function as a management committee due to lack of numbers.

## **8. POWERS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall carry out the day-to-day running of the Association and shall have the power to:

- 8.1. Administer the finances, appoint bankers, direct the opening of bank accounts for specific purposes, transfer funds from one account to another, and close any such account.
- 8.2. Fix the manner in which such banking accounts shall be operated upon, providing the Committee passes all payments.
- 8.3. Fix fees and subscriptions payable by members; decide such levies, fines and charges as deemed necessary and advisable; and enforce payment thereof.
- 8.4. Adjudicate on all matters brought before it which may affect the Association in any way.
- 8.5. Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members.
- 8.6. Make, amend and rescind rulings and by-laws.
- 8.7. Form and appoint any sub-committee(s) as required for specific purposes.
- 8.8. Employ a person(s) to carry out certain duties required by the Association, at salaries or remunerations for such period of time as deemed necessary.
- 8.9. Appoint a successor until the next general meeting, should a vacancy occur on the Committee.
- 8.10. Appoint an officer(s) or agent of the Committee to have custody of the Association's records, documents and securities.
- 8.11. Establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

## **9. TEAMS**

- 9.1. The Association may include such Teams as are recognised by the Association to conduct junior roller derby.
- 9.2. A Team shall be recognised as a sub-committee of the Association and will administer junior roller derby on behalf of Members, subject always to the direction of the Association and in accordance with the objectives of the Association.
- 9.3. Each Team shall;
  - 9.3.1. Be subject to the direction of the Association;
  - 9.3.2. Support the Association in the achievement and promotion of its objectives;
  - 9.3.3. Abide by the Constitution and terms of the Association, which create uniformity in the way in which the objectives of the Association and junior roller derby are to be conducted, promoted and administered.
- 9.4. Where the Executive of the Management committee considers or is advised that a Team has allegedly;
  - 9.4.1. Breached, failed, refused or neglected to comply with a provision of this Constitution or any resolution or determination of the Committee; or
  - 9.4.2. acted in a manner prejudicial to the objects and interests of the Association; or
  - 9.4.3. Brought the Association, any member or the sport into disrepute; the Committee may, after allowing the Team the opportunity to explain, adjudicate and if necessary, penalise that Team for such conduct or omission with such penalty as it thinks appropriate.
- 9.5. Each Team acknowledges and agrees that the Association has the power to veto any decision of a Team which, in the Committee's opinion, is contrary to or in conflict with, the objectives of the Association, this Constitution or any other regulations.

## **10. ANNUAL GENERAL MEETINGS**

- 10.1. The Annual General Meeting of the Association must be within twelve (12) weeks of the end of the calendar year.
- 10.2. The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting to members.

10.3. All financial members may attend the Annual General Meeting.

10.4. The quorum at the Annual General Meeting shall be a minimum of five (5) members. If, at the end of thirty (30) minutes after the time appointed in the notice for the opening of the meeting, there is no quorum, then the meeting shall stand and adjourn for one week. If, at such a second meeting, there is no quorum, those members present shall be competent to discharge the business of the meeting.

## **11. GENERAL MEETINGS**

11.1. General Meetings will be held at least once per school term or may be called anytime by the Committee or at the request of the President and Secretary, or on the written request of two (2) members of the Association.

11.2. The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.

11.3. The quorum at the General Meeting shall be a minimum of three (3) members.

## **12. SPECIAL GENERAL MEETINGS**

12.1. A Special General Meeting shall be called within twenty-one (21) clear days upon a request in writing to the Secretary of the Association, stating the business to be discussed, from at least three (3) members of the Association.

12.2. The Executive Committee can call a Special General Meeting of the Association at any time.

12.3. At least fourteen (14) clear days notice must be given and no other business shall be taken.

## **13. VOTING**

13.1. At Annual General Meetings and other Special General Meetings, the following only shall be entitled to vote;

13.1.1. Executive members;

13.1.2. Parent/Guardian members;

- 13.1.3. Coach/Referee members;
  - 13.1.4. Affiliate members; and
  - 13.1.5. Life members.
- 13.2. Voting powers at Annual General Meetings and General Meetings are as follows;
- 13.2.1. Subject to these rules, each member present in person, at a general meeting is entitled to a deliberative vote;
  - 13.2.2. With the exception of item 13.2.3, a majority (51%) vote is required to pass a resolution;
  - 13.2.3. A majority of at least 75% (of members present in person) is required to pass special resolutions, that is:
    - 13.2.3.1. A vote to amend the constitution, or change the Association name or objects; or
    - 13.2.3.2. A vote to wind up the Association.
  - 13.2.4. If there is no majority, the person presiding over the meeting will have a casting vote in addition to their deliberative vote.
  - 13.2.5. Proxy voting can be undertaken at or in respect of a general meeting and each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

## **14. FINANCE**

- 14.1. All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Committee may determine.
- 14.2. A statement showing the financial position of the Association shall be tabled at each Committee meeting by the Treasurer.
- 14.3. A statement of income and expenditure, assets and liabilities shall be submitted to the Annual General Meeting.
- 14.4. The financial year of the Association shall commence on 1 July each year, and end on 30 June the following year.
- 14.5. An audit may be undertaken at the request of the Committee, or the President and the Treasurer; or by resolution of the Annual General Meeting.

- 14.6. Any auditor(s) shall be elected/appointed by an Annual General Meeting or General Meeting.
- 14.7. Where an audit is required under item 14.5, the auditor(s) shall examine and audit all books and accounts of the Association and shall have the power to call for all such documents and shall report thereon to the next Annual or General Meeting.
- 14.8. The signatories to the Association's account(s) will be the Treasurer and any one (1) of the following: President or Secretary.
- 14.9. The property and income of the Association shall be applied solely towards the promotion of the objects of the Association. No part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of the objectives.

## **15. DISPUTES AND MEDIATION**

- 15.1. The grievance procedure set out in this item applies to disputes under this Constitution between;
- 15.1.1. A member and another member; or
  - 15.1.2. A member and the Association; or
  - 15.1.3. those non-members who receive services from the Association, and the Association.
- 15.2. The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- 15.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- 15.4. The mediator must be;
- 15.4.1. A person chosen by agreement between the parties; or
  - 15.4.2. In the absence of agreement;
    - 15.4.2.1. In the case of a dispute between a member and another member, a person appointed by the Committee of the Association; or

- 15.4.2.2. in the case of a dispute between a member or relevant non-member and the Association, a person who is a mediator appointed to or employed with a not-for-profit organisation.
- 15.5. A member of the Association can be a mediator.
- 15.6. The mediator cannot be a member who is party to the dispute.
- 15.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 15.8. The mediator, in conducting the mediation, must;
  - 15.8.1. give the parties to the mediation process every opportunity to be heard;
  - 15.8.2. allow due consideration by all parties of any written statement submitted by any part; and
  - 15.8.3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 15.9. The mediator must not determine the dispute.
- 15.10. The mediation must be confidential and without prejudice.
- 15.11. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **16. INDEMNITY**

- 16.1. Every Committee member, auditor, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by them in their capacity as a Committee member, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to them by the Court.
- 16.2. The Association shall indemnify its Committee members and employees against all damages and costs (including legal costs) for which any such Committee member or employee may be or becomes liable to any third party in consequence of any act or omission except wilful misconduct or criminal conduct;
  - 16.2.1. In the case of a committee member, performed or made whilst acting on behalf of and with the authority, express or implied, of the Association; and

16.2.2. In the case of the employee, performed or made in the course of and within the scope of, their employment by the Association.

## **17. ALTERATION OF THE CONSTITUTION AND BY-LAWS**

- 17.1. This Constitution shall not be altered except by Special Resolution, in accordance with the Act.
- 17.2. Alterations to the by-laws shall only be made at Committee meetings, provided notice of the proposed alteration(s) has been duly given to Committee members prior to the meeting.

## **18. DISSOLUTION**

- 18.1. If, on the winding up of the Association, there remains (after satisfaction of all its debts and liabilities) any property, this shall not be paid to or distributed among the members, or former members.
- 18.2. The surplus property shall be given or transferred to;
  - 18.2.1. Another incorporated Association having objects similar to those of the Association; or
  - 18.2.2. For charitable purposes; and which Association shall be determined by resolution of the members.