



The Rockhampton  
Grammar School  
Established 1881

## The Rockhampton Grammar School's Rugby Club

### OVERVIEW

The Rockhampton Grammar School's Rugby Club (RGS Rugby Club) is a support group for the rugby programme at The Rockhampton Grammar School. Rugby League and Rugby Union are official school activities and operate under the label of Rugby and are under the control of the Headmaster through the Director of Co-curricular. The RGS Rugby Club's actions and operations are subject to the approval of the Director of Co-Curricular and Headmaster.

Areas of RGS Rugby Club activity include:

- furthering the interests of Rugby at the School;
- co-operating with the TIC/MIC of Rugby, the Director of Co-Curricular and/or Headmaster in determining the areas in which assistance for the improvement and maintenance of the rugby programme is required;
- helping fund or provide rugby support programmes;
- fostering fellowship between the parents of rugby players.
- the organisation of the annual Rugby Dinner
- the organisation of home games and any social functions that are considered likely to benefit the rugby programme
- the promotion of RGS Rugby Club to parents of the rugby programme
- the organisation of other parents with sons in the programme to assist with any of the above

Consistent with its principal function, the RGS Rugby Club expects the Teacher in Charge/ Master in Charge (TIC/MIC) of Rugby to submit requests for funding in support of the Rugby programme and will not unreasonably withhold consent for such requests.

The objects, membership and management of the affairs of the RGS Rugby Club are as defined in the RGS Rugby Club Terms of Reference

# The Rockhampton Grammar School Rugby Club

## Terms of Reference

### 1 Name

The name of the organisation shall be "The Rockhampton Grammar School Rugby Club" (Hereinafter referred to as "RGS Rugby Club").

### 2 Objects of the RGS Rugby Club

2.1 the objects of the RGS Rugby Club are:

- a) furthering the interests of Rugby at the School;
- b) co-operating with the TIC/MIC of Rugby, the Director of Co-Curricular and/or Headmaster in determining the areas in which assistance for the improvement and maintenance of the rugby programme is required;
- c) helping fund or provide rugby support programmes;
- d) fostering fellowship between the parents of rugby players.
- e) assisting in the organisation of the annual Rugby Dinner
- f) assisting in the organisation of home games and any social functions that are considered likely to benefit the rugby programme
- g) the promotion of RGS Rugby Club to parents of the rugby programme
- h) Encouraging and coordinating other parents with sons in the programme to assist with any of the above

2.2 The property and income of the RGS Rugby Club will be applied solely to the promotion of the objects of the RGS Rugby Club. 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 those objects.

### 3 Committee of Management (Executive Committee)

3.1 The affairs of the RGS Rugby Club will be managed by an Executive Committee of Management consisting of:

- (a) a President;
- (b) a Vice President;
- (b) a Secretary;
- (c) a Treasurer;
- (d) Teacher in Charge / Master In Charge
- (e) Director of Co-Curricular

- 3.1.1 The Teacher in Charge/Master in Charge (TIC/MIC) and Director of Co-Curricular (DOC) are positions appointed by the school.
- 3.1.2 The TIC/MIC and DOC work in partnership with the Executive Committee in making informed decisions and provide the link between the school and the RGS Rugby Club.
- 3.2 The Executive Committee can create sub committees to assist in the organising and running of affairs as the need shall arise. e.g. Fundraising Committee.
- 3.3 Any parent who has a son/sons registered to play rugby for the School is eligible to become a member of the Executive Committee, with the following provisos:
- (a) only one parent from each family shall serve on the Executive Committee concurrently;
  - (b) an Executive Committee member must have a son enrolled in the school and preferably an active member in the rugby programme;
  - (c) an Executive Committee member who fails to attend three meetings per calendar year without notice shall be removed from the Executive Committee;
  - (d) a parent who is currently a member of a committee of a Rugby programme at another school may not stand for election to the Executive Committee;
- 3.5 The parents of children registered to play rugby or those that intend to play rugby that year will elect parent members to the positions on the Executive Committee of Management set out in section 3.1.

#### **4. Executive Committee Roles**

##### 4.1. President

- a) the President will chair all general meetings;
- b) in the absence of the President, the Vice President or MIC/TIC can chair the meeting;
- c) the President is responsible for overseeing the actions and objectives of the RGS Rugby Club;
- d) ensure financials are up to date through the treasurer reports; and
- e) liaise with the TIC/MIC with regards to matters pertaining to the Club, setting agendas for meetings and direction the RGS Rugby Club may wish to take on various topics.

##### 4.2 Vice President

- a) In the absence of the President, the Vice President may carry out all of the duties above.

#### 4.3 Secretary

- (a) co-ordinate the correspondence of the RGS Rugby Club;
- (b) keep full and correct minutes of the proceedings of the meetings of the RGS Rugby Club;
- (c) have custody of all books, documents, records and registers of the RGS Rugby Club except those of a financial nature; and
- (d) perform such other duties as are ordinarily required of secretaries of voluntary sporting support groups.

#### 4.4 Treasurer

- (a) be responsible for the receipt of all monies paid to or received by, or by the Treasurer on behalf of, the RGS Rugby Club and will issue receipts for those monies in the name of the The Rockhampton Grammar School Rugby Club;
- (b) pay all monies referred to in paragraph (a) into such account or accounts of the RGS Rugby Club as the Executive Committee may from time to time direct and are approved by the Board Secretary of the School;
- (c) make payments from the funds of the RGS Rugby Club with the authority of a general meeting or of the Executive Committee and in so doing ensure that all cheques are signed by two Executive Committee members;
- (d) whenever directed to do so by the President, submit to the RGS Rugby Club a report, balance sheet or financial statement in accordance with that direction;
- (e) have custody of all securities, books and documents of a financial nature and accounting records of the RGS Rugby Club;
- (f) arrange for the accounts to be audited on an annual basis by an auditor approved by the School; and
- (g) perform such other duties as are reasonably required by the RGS Rugby Club.

### **5. Members**

- 5.1 Any parent who has a son registered to Rugby is considered a member of RGS Rugby Club. Special consideration can be made to parents with injured sons who may not be able to play a particular season.
- 5.2 All members are entitled to attend meetings and are able to vote.

## **6. Annual General Meeting**

- 6.1 The Annual General Meeting will to present reports and elect office bearers for the new year/season. This date is to be no later than two weeks into Term 1 of the school year;
- 6.2 The TIC/MIC of Rugby will convene the meeting for the election of the President of the present season/year.
- 6.3 When an annual general meeting is convened the Secretary shall give to all members not less than fourteen (14) days' notice of the meeting and of any motions to be moved.  
A notice given shall specify:
  - (a) when and where the Annual General Meetings are to be held;
  - and
  - (b) particulars of the business to be transacted at the Annual General Meetings convened and of the order in which that business is to be transacted.
- 6.4 The order in which business is to be transacted at an annual general meeting is:
  - (a) the consideration of the reports and accounts of the Executive Committee
  - (b) the election of Executive Committee office holders and members to replace outgoing Executive Committee office holders and members; and
  - (c) the appointment of the auditor for the following year
  - (d) any other business requiring consideration by the Executive committee in a general meeting.
- 6.5 Parents wishing to fill vacancies on the Executive Committee must nominate themselves no later than 72 hours before the Annual General Meeting (AGM).
- 6.6 Nominations must be lodged with the TIC/MIC of Rugby or Director of Co-Curricular.
- 6.7 In the event that no nominations have been received for a particular position, nominations may be called from the floor.
- 6.8 Parents attending the AGM are eligible to vote.
- 6.9 No proxy or absentee votes will be accepted.
- 6.10 Casual vacancies on the Executive Committee arising during the season may be filled on an 'Acting' basis at the discretion of the Executive Committee. Acting Executive Committee members wishing to continue in the following season must stand for election at the AGM.
- 6.11 Office holders shall seek re-election annually.
- 6.12 The re-election of office holders shall be determined first at the AGM.
- 6.13 Parents standing for election to the Executive Committee shall attend the AGM in person.
- 6.14 Parents who are elected in Executive Committee positions are not required to pay registration fees for the eldest son (1). If parents have multiple sons in the programme, registration fees will be paid for these sons.

## **7. General Meetings**

- 7.1 The RGS Rugby Club will meet for the dispatch of business as often as determined by the RGS Rugby Club but no less than five times each calendar year.
- 7.2 The President may at any time convene a meeting of the RGS Rugby Club.

## **8. Quorums**

- 8.1 A quorum at a meeting shall be:
  - (a) Annual General Meeting and special general meetings:  
five (5) members
  - (b) General Meetings:  
three (3) members of the Executive Committee, one (1) of whom at least shall be either the President or Vice President or Secretary or Treasurer and one (1) of whom at least shall be a representative of the School.
- 8.2 All meetings shall be chaired by the President or in his/her absence the Vice President or MIC/TIC.

## **9. Voting and Decisions**

- 9.1 Decisions arising at any general meeting of the RGS Rugby Club or any sub-committee duly appointed by the RGS Rugby Club shall be determined by a majority of the votes of members so present at that meeting. The majority of votes must include a minimum of half (3) of the Executive Committee.
- 9.2 All votes shall be given personally and each member shall only be entitled to one vote.
- 9.3 In the event of an equality of votes on any question at a general meeting or sub-committee then the chair of the meeting is entitled to exercise a second or casting vote.
- 9.4 All decisions where the use of RGS Rugby Club funds exceeds \$1000 will be ratified at a meeting.
- 9.5 The Headmaster has the power to overturn an Executive Committee decision if he/she feels that the decision is detrimental to the school in any way shape or form.

## **10. Finance and Disbursements**

- 10.1 The financial year of the RGS Rugby Club shall be the twelve months ending 31 November each year.
- 10.2 The accounts of the RGS Rugby Club shall be submitted within one (1) month of the end of the financial year for audit.
- 10.3 The RGS Rugby Club shall conduct a bank account and all cheques, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive Committee being members authorised to do so by the Executive Committee.

10.4 The TIC/MIC and Director of Co-Curricular will be responsible for all touring accounts associated with the school.

## **11. Links with Other Organisations**

The RGS Rugby Club shall develop and encourage links with:

- (a) The Rockhampton Grammar School's Red and Black Association;
- (b) The Rockhampton Grammar School's Past Students' Association;
- (c) Other sporting organisations at the School.

## **12. Amendments**

Notwithstanding any other provision of this/Terms of reference – the RGS Rugby Club shall not change any provisions in this Terms of Reference, including this provision, without the prior written consent of the Headmaster or a representative of the Headmaster for and on behalf of the Board of Trustees of the Rockhampton Grammar School. In the event that any amendment is purportedly made by the RGS Rugby Club to its Rules without obtaining such prior approval, then such amendment shall be void.

## **13. Disputes**

- 13.1 Any dispute arising within the RGS Rugby Club on the interpretation of the Terms of Reference which cannot be resolved shall be referred to the President, TIC/MIC of Rugby and the Director of Co-Curricular for a decision and such decision shall be conclusive and binding.
- 13.2 Any dispute may have the right of appeal directly to the Headmaster which may be then binding.
- 13.3 The RGS Rugby Club are not to adjudicate or arbitrate in any dispute between any parent, their son and the School appointed staff of the rugby programme.

## **14. Fundraising**

The RGS Rugby Club shall not conduct any major fundraising activities (fundraising that requires licensing) whatsoever without the Director of Co-Curricular on behalf of the Headmaster having given his approval in writing to each such fundraising activity to be conducted by the RGS Rugby Club. Where such approval is given, each fundraising activity must be conducted in accordance with the fundraising policies of the School at all times.

## **15. Inspection of Records, etc.**

The Headmaster or his nominee may at any reasonable time inspect the books, documents, records and securities of the RGS Rugby Club.

## **16. Dissolution**

The RGS Rugby Club shall be dissolved upon a resolution passed by a majority of three-fourths of members present in person at a general meeting called to consider the question. Upon dissolution all assets and funds, after payment of outstanding expenses and liabilities, shall be paid into the nominated School Account for future consideration. This account shall be nominated by the Director of Co-Curricular in conjunction with the school's Board Secretary.

Mr Todd Wells  
Director of Co-Curricular  
The Rockhampton Grammar School

June 2014