

# West's Scarborough Rugby Union Club (Inc)

## Constitution

### Part One

- 1.0 TITLE
- 2.0 INTERPRETATIONS
- 3.0 OBJECTS
- 4.0 CLUB COLOURS AND EMBLEM
- 5.0 CLUB JERSEY AND MERCHANDISE
- 6.0 MEMBERSHIP
- 7.0 DEFINITION OF MEMBERSHIP CATEGORIES
- 8.0 APPLICATION FOR MEMBERSHIP
- 9.0 CLUB REGISTER
- 10.0 RESIGNATIONS
- 11.0 REPRIMANDS, SUSPENSIONS OR EXPULSIONS
- 12.0 SUBSCRIPTIONS
- 13.0 ANNUAL GENERAL MEETING AND SPECIAL MEETINGS
- 14.0 ALTERATION TO CONSTITUTION
- 15.0 MINUTES OF MEETINGS
- 16.0 REMOVAL OF OFFICERS
- 17.0 FINANCIAL CONTROLS
- 18.0 AUDITORS
- 19.0 DELEGATES TO WEST AUSTRALIAN RUGBY UNION
- 20.0 APPOINTMENTS – COACHES, MANAGERS, OTHER
- 21.0 COMMON SEAL
- 22.0 DISSOLUTION OF CLUB
- 22A.0 LIQUOR LICENSING
- 22B RESOLVING DISPUTES**

### Part Two

- 23.0 OFFICERS OF THE CLUB
- 24.0 ELECTION OF OFFICERS AND METHOD
- 25.0 DUTIES OF EXECUTIVE COMMITTEE
- 26.0 DUTIES OF THE OFFICERS OF THE CLUB
- 27.0 COMMITTEE MEETING AND PROCEDURES
- 28.0 ROLE AND RESPOSIBILITIES OF COMMITTEE MEMBERS**

Page 12 Appendix 1	WSRUC Application for Membership Ordinary/Senior/Junior/Family
Page 12 Appendix 2	Election of Officers for the Year Nomination Form
Page 13 Appendix 3	WSRUC Appointment of Proxy
Page 14, 15 and 16	Standing Orders

**PART ONE****1.0 TITLE**

The club shall be known as the 'Westes Scarborough Rugby Union Club Inc.'

**2.0 INTERPRETATIONS**

- 2.1 The term 'CLUB' as used hereinafter in this constitution means the 'Westes Scarborough Rugby Union Club Inc.
- 2.2 'The Committee' means the executive committee for the time being of the club.
- 2.3 'Annual Meeting' means the Annual General Meeting.
- 2.4 'Special Meeting' means a meeting convened by the committee or members pursuant to Rule 13.

**3.0 OBJECTS**

- 3.1 To play the game of Rugby Union Football under the laws of:
  - The International Rugby Football Union
  - The Australian Rugby Football Union Ltd.
  - The Western Australian Rugby Union Inc.
  - The Western Australian Women's Rugby Union
  - The Western Australian Junior Rugby Union Inc.
- 3.2 To participate in the competitions organised by the Western Australian Rugby Union Inc., Western Australian Women's Rugby Union, Western Australian Junior Rugby Union Inc. and / or the Australian Rugby Union Ltd.
- 3.3 To support Rugby Union in schools and to maintain and support Junior Rugby Union.
- 3.4 To foster the participation of the game of Rugby Union Football in the Western Suburbs of Perth and immediate areas, but not restricted thereto.

**4.0 CLUB COLOURS AND EMBLEM**

The colours of the Club shall be predominantly Maroon and Gold and the emblem of the Club shall be a Heraldic Boar's Head, and, as an alternative, a stylized Boars Head. Any change is to be approved by a Special Meeting.

**5.0 CLUB JERSEYS and CASUAL/FORMAL WEAR or MERCHANDISE**

- 5.1 Any change in style or design of playing jerseys is to be decided by the members at a Special Meeting.
- 5.2 Any Club member or person wishing to have wearing apparel or merchandise made, embroidered, silk screened, or the like, for any reason, must first receive permission of the Committee.
- 5.3 The Committee is to give permission within seven days.

**6.0 MEMBERSHIP**

The club shall offer the following categories of membership:

- 6.1 LIFE MEMBER
- 6.2 PATRON
- 6.3 ORDINARY MEMBER
- 6.4 HONORARY MEMBER
- 6.5 PLAYING MEMBER – SENIOR MEN, SENIOR WOMEN
- 6.6 JUNIOR MEMBERS
- 6.7 JUNIOR FAMILY MEMBERSHIP

**7.0 DEFINITION OF MEMBERSHIP CATEGORIES****7.1 LIFE MEMBER:**

- (i) Life membership may be granted by the Executive Committee and endorsed at the following Annual General Meeting to a member who has rendered outstanding service to the Club either as a player, an official, an administrator or a supporter over a period of not less than ten (10) years.
- (ii) A LIFE MEMBER shall not pay any levies or subscriptions and is entitled to the same benefits as a financial member and may fill any office in the club.
- (iii) A Committee formed with a minimum three (3) Life Members shall recommend to the Executive Committee persons who they deem fit to be a LIFE MEMBER of the Club.

**7.2 PATRON**

The Club may elect a PATRON or PATRONS for such a period as may be deemed necessary. A PATRON will be eligible to vote as an ordinary member

**7.3 ORDINARY MEMBER**

An ORDINARY MEMBER shall be a non-playing member of the Club. **An ORDINARY MEMBER can fill any office in the club, providing that the member is financial.**

**7.4 HONORARY MEMBER:**

Wives or husbands of life members are attributed this membership, or any person nominated by the Executive Committee.

**7.5 PLAYING MEMBER**

- (i) Applicants for playing membership shall fill in the official Australian Rugby Union registration forms, to be returned to the Club's Honorary Register. Should the applicant have been a member of any other club affiliated with the Western Australian Rugby Union Inc. a clearance will have to be obtained from the Secretary of the applicant's former club.
- (ii) PLAYING MEMBERS having enrolled and registered as a senior playing member undertake to pay the subscription and any extra fees or levies that have been struck for the current season. A playing member may fill any office in the club provided that the member is financial.
- (iii) Application for playing membership shall not be the privilege of any new applicant under disqualification by any affiliated body of the Western Australian Rugby Union or the Australian Rugby Union.

## 7.6 JUNIOR MEMBERS

- (i) Junior members shall be those players eligible to play in the Western Australian Junior Rugby Union Competition, and shall pay the subscriptions as determined by the club for the current season. A junior member has no voting rights and is not permitted to hold any office in the club.
- (iii) The parent or guardian of a junior player shall assume that player's proxy vote and may only hold office on the junior committee provided that the junior member is financial.
- (iii) The parent or guardian is only entitled to a single vote regardless of the numbers of juniors they have registered.
- (iv) A parent or guardian may hold any office on the senior committee provided they are a fully financial playing or ordinary member of the club

## 7.7 JUNIOR FAMILY MEMBERSHIP

Family membership is granted upon payment of the subscription as determined by the Junior Committee for the current season.

## 8.0 APPLICATION FOR MEMBERSHIP

- 8.1 Playing members shall complete the Official "Australian Rugby Union Registration Form".
- 8.2 Other categories of membership shall complete a Club "Application for Ordinary Membership" Form - Junior or Senior. (See Appendix 1).
- 8.3 The committee reserves the right to deny any person membership.

## 9.0 CLUB REGISTER

The register is a record of all financial members of the Club in their different categories. It is to be held in the Club and kept up to date by the Honorary Registrar. The Register is to be available at any given time for the purposes of checking the financial status of members.

## 10.0 RESIGNATIONS

Any person who by any means ceases to be a member of the Club shall nevertheless remain liable for, and shall pay to the Club, all monies which at the time of their so ceasing to be a member, may have been due to the Club and shall, in any case, have no claim whatsoever on any property of the Club.

## 11.0 SUSPENSION, REPRIMAND OR EXPULSION (See also Rule 16)

- 11.1 The Committee or a General Meeting may call upon any member who it believes has committed a breach of the Club rules, or who is acting or has acted in a manner considered to be inimical to the interest of the Club, to show cause why such member should not be suspended or expelled.
- 11.2 A date shall be fixed by the Committee upon which an explanation from the member must be forthcoming, and be presented to such a sub-committee a quorum of which shall be three appointed for the purpose of examining such explanation, the member receiving a minimum of seven days notice, together with details of the charges made against the member.
- 11.3 If the sub-committee, after investigation, deems such a member to be guilty of the alleged misconduct, the Committee may expel or suspend or deliver by letter a severe reprimand.
- 11.4 The Club reserves the right to suspend players who have not:
  - (i) Paid in full any insurance component of their fees prior to the first training or official game representing the club.
  - (ii) Paid in full their total fees prior to playing date of the 1st round of the official competition.
  - (iii) In the case of "Ordinary members", paid their fees in full within 14 days of acceptance by the Club of their appropriate application form.
- 11.5 Right of appeal (to be made within seven days). Any person found guilty and who feels that they have been discriminated against may appeal to a Special Meeting called by the committee.

## 12.0 SUBSCRIPTIONS

- 12.1 The annual membership subscription fees shall be budgeted for by the Club's Treasurers and submitted to the Executive Committee of the Club for their approval and/or alteration prior to the season's commencement.
- 12.2 Subscriptions shall be due and payable on the completion of, and acceptance by, the Club of an official "Australian Rugby Union Player Registration Form" or a Club "Application for Ordinary Membership" form.
- 12.3 Applications for financial membership to the club for the current year will be suspended for the four weeks prior to the Annual General Meeting, but any person wishing to become a member of the club during that time may pay their fees and be recognised as a member for the following year. (see also rule 13)
- 12.4 Members may apply to the club, in writing, for alternative payment arrangements provided that a minimum payment equal to fifty per cent of their fees has been received or accompanies such a request.
- 12.5 The Club reserves the right to vary or waiver a member's subscription fee when :-
  - (i) The Executive Committee so deems.
  - (ii) The Executive Committee approves a request, in writing, from an individual member for variation in their subscription fees because of hardship or extenuating circumstances.
 In the case of the (i) and (ii) above, those members may not retain their full privileges as voting members at the Committee's discretion.
- 12.6 The Executive Committee may grant Ordinary Membership to Coaches and Managers of playing teams or any other person without payment of the relevant fee at their absolute discretion.
- 12.7 All of the above will only be lawful if minuted at the relative meeting and noted in the club register to specify the member's financial standing.
- 12.8 Members shall not be entitled to the rights and privileges of membership (this includes annual awards) until all fees have been paid in full in accordance with the above stipulations.

## 13.0 MEETINGS – ANNUAL GENERAL MEETING AND SPECIAL MEETINGS

- 13.1 A register of attendees is to be placed at the entrance to the meeting and each member attending is to sign such.
- 13.2 An up-to-date register of players and ordinary members and their financial position is to be made available by the registrar at any meeting, Annual General or Special, or at a meeting that will require a vote to be taken, and names from the register are to be balanced against the aforementioned attendance register prior to the meeting being opened.
- 13.3 Applications for financial membership to the club for the current year will be suspended for the four weeks prior to the

Annual General Meeting, but any person wishing to become a member of the club during that time may pay their fees and be recognised as a member for the following year. (See also rule 12)

- 13.4 A returning officer and two scrutinizers are to be elected by the members at the start of a meeting where there is a possibility of ballots being required.

### 13.5 ANNUAL GENERAL MEETING

- (i) The Annual General Meeting is to be held on a date not later than 30<sup>th</sup> November of that year. The meeting shall be convened for the purpose of transacting the following Business:
  - (a) Minutes of the previous AGM
  - (b) Matters arising
  - (c) President's Report
  - (d) Treasurer's Report and Financial Statements for the year gone (see duties of Treasurer)
  - (e) Election of officers on the Executive Committee as named in Rule 24
  - (f) Any motion received by the required date and having both proposer and seconder at the meeting.
  - (g) Any other business
- (ii) Other business shall be discussed at this meeting only at the discretion of the Chairperson, who shall still retain the right to vote (but not have a casting vote) and/or curtail discussion.
- (iii) Only financial members (as defined under rule 7) shall be admitted to any Annual General or Special Meeting except for those present by invitation from the current committee, but these invitees having no voting rights.
- (iv) Notice of the A.G.M. showing time, place and agenda as determined by the management committee shall be given in writing to all members of the club and also posted on the club notice board at least twenty-one days prior to the date of the meeting and shall set out the nature of the business proposed to be transacted at such meeting.
- (v) **Twenty (20)** members shall form a quorum.
- (vi) If a quorum of members is not present within Fifteen (15) minutes of the appointed time for the meeting, the meeting shall stand for a further Fifteen (15) minutes. If, after this time, there is no quorum those members present shall be competent to discharge the business of the meeting subject to the number of members present being a minimum of five (5) The Chairperson may also adjourn the meeting for a period of 7 days at his sole discretion
- (vii) An Ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands
- (viii) **Special resolution**  
A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled to vote in person or by proxy.
- (ix) A Poll may be demanded by the Chairperson or by three or more members present in person or by proxy and if so demanded must be taken in such manner as the Chairperson directs. A declaration by the Chairperson of the result of the poll is evidence of the matter so declared

### 13.6 SPECIAL MEETING

- (i) The Committee of the Club may call a Special Meeting of the club.
- (ii) A Special Meeting may be called by members and shall be held within fourteen days of receiving a written request setting forth the objects of such meeting and should be signed by not less than **ten percent** of financial members of the Club.
- (iii) Notice of any Special Meeting shall be sent to each member not less than seven days before the date of the Meeting.
- (iv) A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled to vote in person or by proxy

### 14.0 ALTERATIONS TO THE CONSTITUTION and BY-LAWS – NOTICE OF MOTION

- 14.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or a Special Meeting called for that purpose and notice of motions to alter, repeal or add to the constitution shall be given to members fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a Special Meeting.
- 14.2 Alteration to By-laws can only be made at executive committee meetings provided that notice of the proposed alteration/s has been duly notified to committee members
- 14.3 As soon as is practicable after the making of any resolution to alter, repeal or add to the Constitution of the Club, the Secretary shall provide to the Director of Liquor Licensing certified particulars of the alteration, repeal or addition proposed. No effect will be given to the alteration, repeal or addition without the prior approval of the Director of Liquor Licensing.

### 15.0 MINUTES OF MEETINGS

- 15.1 The Secretary at any meeting must cause proper minutes to be taken – Annual General, Special, Committee and sub Committee. These are then to be entered in a Minute Book kept for this purpose within 14 days of holding any such of the aforementioned meetings.
- 15.2 The President must ensure that the minutes taken are checked and signed as correct by the Chairperson of the meeting to which the minutes relate or by the Chairperson of the next succeeding Annual General Meeting, Special meeting, Committee meeting or sub Committee meeting.
- 15.3 When the Minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that:
  - (i) The Annual General, Special, Committee, sub Committee meeting to which they relate (in this sub rule called 'the meeting') was convened and held.
  - (ii) All proceedings recorded as having taken place at the meeting did in fact take place.
  - (iii) All appointments or elections purporting to have been made at the meeting have been validly made.
- 15.4 Minutes are to be made available on request and within reasonable time to any financial Club member.

### 16.0 REMOVAL OF OFFICERS (Executive, Senior Division and Junior Division Committees)

The President, Vice-Presidents, Honorary Secretaries, Honorary Treasurers and Committee Members may be removed from office before the expiration of their term of office by a Special Meeting of the Club, which shall be called by the Committee without due delay on receipt by the Honorary Secretary of a resolution passed by a number of members representing not less than two thirds of the financial membership of the Club on the date shown.

**17.0 FINANCIAL CONTROLS**

- 17.1 The financial year of the club shall be from the first day of November to the thirty first day of October in the following year and a statement of receipts and payments for the financial year duly signed off by the President, Vice President, Treasurer and a minimum of one other member of the Executive Committee and shall be presented to the Annual General Meeting.
- 17.2 All funds of the Club shall be deposited into the Club's accounts at such bank as the Executive Committee may determine.
- 17.3 All accounts due by the Club shall be paid by cheque after being passed for payment at the Senior or Junior committee meeting and when immediate payment is necessary, accounts shall be paid and the action endorsed at the next committee meeting
- 17.4 The Treasurer shall not spend more than a set amount of Petty Cash without the consent of the respective committee and keep a record of such expenditure in a Petty Cash Book.
- 17.5 A statement showing the financial position together with a current Bank Reconciliation shall be tabled at each committee meeting by the respective Treasurers.
- 17.6 The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club. No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Club, provided that nothing shall prevent the payment of remuneration to any officer or employee of the Club or to any other person other than a member, in return for services rendered.
- 17.7 A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.
- 17.7 All payment of accounts shall be made by cheque on the authority of the respective committee and signed by any two of the President, Secretary and Treasurer.

**18.0 AUDITORS**

- 18.1 There may be an Auditor or Auditors not members of the committee who may be elected at the Annual General Meeting.
- 18.2 Such auditor(s) may audit the accounts and have the power at any time to call for all books, papers, accounts, etc. relating to the affairs of the club.
- 18.3 The Committee shall have the power to fill any temporary vacancies in the office of Auditor. The auditor shall be entitled to receive such remuneration as the Committee may from time to time determine. The auditor need not necessarily be a member of the Club.

**19.0 DELEGATES TO THE WESTERN AUSTRALIAN RUGBY UNION**

The Committee shall appoint from the members of the club any delegates required to attend meetings of the Western Australian Rugby Union, W.A. Women's Rugby Union and the W.A. Junior Rugby Union and shall appoint proxy delegates if so required by the rules of the Union.

**20.0 APPOINTMENTS – COACHES, MANAGERS, ETC.**

- 20.1 The respective Committees shall have the coaches, and team managers for each team nominated and have the right to make such appointments.
- 20.2 The Committees have the right to suspend or replace any person appointed to these positions who is guilty of misconduct or behaviour unbecoming of a member in such a position or neglecting duties appropriate to that position, at its absolute discretion. (see also Rule 11)
- 20.3 The Committee may appoint another member to fill a vacancy due to the resignation, suspension or removal of a member from any such position.

**21.0 COMMON SEAL**

The persons authorised to use the common seal shall be the President or the Honorary Secretary or in the absence of either of them the Vice-President, and such seal shall not be affixed to any document except by order of the Committee and such document shall be so signed by the said persons so using the common seal, and two members of the committee as witnesses.

**22.0 DISSOLUTION OF THE CLUB**

- 22.1 On application in writing made to the Committee by not less than 30 in number of the financial members of the Club, signifying their desire that the Club be dissolved, a Special Meeting shall be called, with fourteen days notice being given to all financial members.
- 22.2 At the meeting the votes of at least seventy-five per cent of the members will be necessary to carry the proposition for dissolution by Special Resolution.
- 22.3 If upon the winding up or dissolution of the Association there remains after satisfaction of all debts and liabilities any property whatsoever, the surplus property must be given or transferred to another association incorporated under the ACT which has similar objects and which is not carried out for the purpose of profit or gain to its individual members, and Which association shall be determined by resolution of the members.
- 22.4 In default of any such resolution such payment, transfer or distribution shall be determined by a Judge of the District Court.

**22A LIQUOR LICENSING ADDRESSING S48 & S49 of the Liquor Control Act**

- 22A.1 Members may introduce guests to the Club at any time provided that:
- A guest shall not be supplied with liquor in the Club premises except on invitation and in the company of that member.
  - A guest shall be supplied with liquor to be consumed on the Club premises only.
  - The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the Club premises.
  - Any person who has been refused membership of the Club or who is under suspension or expulsion from the club shall not be admitted as a guest of any member of the Club.
  - A member may, at their expense, and with the approval of the Club Committee, supply liquor to guests, without limitation to number, at a function held by or on behalf of that member, at the Club premises.
- 22A.2 The maximum number of guests per member per day for the purposes of section 48(4)(b) of the Liquor Control Act is five (5).
- 22A.3 A person who is on any day visiting the club as a member or an official of another club:
- That is to engage in a pre-arranged event with the host club conducted for the purposes of one of the host clubs principal objects; or
  - That is to hold a pre-arranged function at the host club involving the use of the host clubs sporting facilities;
- May be taken to be a person who is accorded temporary membership on that day.
- 22A.4 No liquor shall be sold or supplied for consumption elsewhere than on the Club premises unless such liquor is removed from the premises of the Club by or on the instructions from the member purchasing the same.

- 22A.5 No payment or part payment to any secretary, treasurer, manager or other officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor.
- 22A.6 No liquor shall be sold or supplied to any juvenile (i.e. any person under the age of 18).
- 22A.7 No stranger shall be permitted to use the Club premises and no member or other person shall admit any stranger to use the Club premises.
- 22A.8 The Club shall only open for sale of liquor during such hours (within the hours permitted under the Liquor Control Act) as the committee shall from time to time determine.
- 22A.9 No liquor shall be sold or disposed of on Christmas Day, Good Friday or before noon on Anzac Day except as permitted under the provisions of the Liquor Control Act.
- 22A.10 The Club shall nominate a person as the approved manager pursuant to the provisions of section 100 of the Liquor Control Act.
- 22A.11 Where the approved manager is absent for periods in excess of those specified in section 100 of the Liquor Control Act, the Club shall appoint a temporary manager and the relevant application shall be lodged with the Director of Liquor Licensing.

## **22B RESOLVING DISPUTES**

### **(a) Disputes Arising under the Rules**

- (i) This rule applies to:
1. Disputes between Members; and
  2. Disputes between The Club and one or more Members that arise under the rules or relate to the rules of The Club. This does not include disciplinary matters undertaken with club members, which are covered only under Section 25 of The Club constitution.
- (ii) The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.
- (iii) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (iv) The Secretary must convene a Committee Meeting within twenty-eight (28) days after the Secretary receives notice of the dispute under Section 26(a)(iii) for the Committee to determine the dispute.
- (v) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (vi) The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within seven (7) days after the Committee Meeting referred to in Section 26(a)(v).
- (vii) If any party to the dispute is dissatisfied with the decision of the Committee they may elect to initiate further dispute resolution procedures as set out in the Rules.

### **(b) Mediation**

- (i) This rule applies:
1. where a person is dissatisfied with a decision made by the Committee under Section 25(f) or Section 26(a) or
  2. where a dispute arises between a Member or more than one Member and The Club and any party to the dispute elects not to have the matter determined by the Committee.
- (ii) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure under Section 25(f) in respect of the proposed suspension or expulsion has been completed.
- (iii) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Section 26(a)(ii), or a party to the dispute is dissatisfied with a decision made by the Committee under Section 26(a)(vii) a party to a dispute may:
1. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
  2. Agree to, or request the appointment of, a mediator.
- (iv) Party, or parties requesting the mediation must pay the costs of the mediation.
- (v) The mediator must be:
1. a person chosen by agreement between the parties; or
  2. in the absence of agreement:
    - a. if the dispute is between a Member and another Member – a person appointed by the Committee; or
    - b. if the dispute is between a Member or more than one Member and The Club, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (vi) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (vii) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (viii) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
- (ix) The mediator, in conducting the mediation, must:
1. give the parties to the mediation process every opportunity to be heard;
  2. allow all parties to consider any written statement submitted by any party; and
  3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (x) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

### **(c) Inability to Resolve Disputes**

- (i) If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

# West's Scarborough Rugby Union Club (Inc)

## Constitution

### Part Two

- 23.0 OFFICERS OF THE CLUB
  - 23.1 PATRONS and VICE PATRONS
  - 23.2 EXECUTIVE COMMITTEE
  - 23.3 SENIOR COMMITTEE
  - 23.4 JUNIOR COMMITTEE
- 24.0 ELECTION OF OFFICERS AND METHOD
- 25.0 DUTIES OF EXECUTIVE COMMITTEE
- 26.0 DUTIES OF THE CLUB'S OFFICERS
  - 26.1 SENIOR COMMITTEE
  - 26.2 JUNIOR COMMITTEE
- 27.0 COMMITTEE MEETING PROCEDURES
  - 27.1 EXECUTIVE COMMITTEE
  - 27.2 SENIOR COMMITTEE
  - 27.3 JUNIOR COMMITTEE
- 28.0 **ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

## 23.0 OFFICERS OF THE CLUB

### 23.1 Patrons and Vice Patrons

### 23.2 Executive Committee

- (i) Club President
- (ii) Vice President
- (iii) Secretary \*\*
- (iv) Treasurer\*\*\*
- (v) President of the Junior Committee
- (vi) Secretary of the Junior Committee
- (vii) Treasurer of the Junior Committee
- (viii) Club Captain
- (ix) Volunteer Coordinator

*\*\* The Secretary is also the Secretary of the Senior Committee*

*\*\*\*The Treasurer is also the Treasurer of the Senior Committee*

### 23.3 Senior Committee

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Volunteer Coordinator
- (vi) Club Coach
- (vii) Club Captain
- (viii) Registrar
- (ix) Gear Steward
- (x) Social Director
- (xi) Committee Members to a minimum total of 14 inclusive of the above

### 23.4 Junior Committee

- (i) President
- (ii) Secretary
- (iii) Treasurer
- (iv) Registrar
- (v) Gear steward
- (vi) Committee Members to a maximum total of 8 inclusive of the above

23.5 The positions of the Executive Committee will be elected annually at the Annual General Meeting of the Club.

23.6 Officers of the Junior and Senior Committees will be elected by their respective financial members.

## 24.0 ELECTION OF OFFICERS AND METHOD

24.1 Only financial members, (as stated in rule7) can be elected to office.

24.2 Nominations are to be on the prescribed nomination form. (see Appendix 2)

24.3 The nomination of candidates for the positions of officers of the club shall only be lawful if the prescribed nomination form signed by the nominee, proposer and seconder, and stating position nominated for, is lodged with the secretary of the club by 5 p.m. at least fourteen (14) clear days prior to the Annual General Meeting.

24.4 The election of officers shall be by ballot, unless only one person in each category is nominated on the prescribed form by the required time, at each Annual General Meeting.

24.5 If no more than one person has been nominated and seconded for a position in the manner as stated in paragraph 24.3 above, that person shall be elected to the office for which they have been nominated and seconded, and no further nominations can be taken from the floor.

24.6 In the event of positions on the committee having no nominations on the prescribed form, the meeting may consent to verbal nominations being taken from the floor and seconded, providing that the nomination of any member not present is accompanied by that member's written consent. The consent to nominations from the floor is to be given by taking a show of hands of the meeting.

24.7 The newly elected officers shall take office at the close of the Annual General Meeting at which they are elected.

24.8 Proxies of members of the Club – A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any meeting.

24.9 The election of Officers shall be limited to the Executive Committee

## 25.0 DUTIES OF EXECUTIVE COMMITTEE:

25.1 The Executive Committee shall be the governing body of the Club, and its decisions can only be changed by a majority vote in a Special Meeting.

25.2 The Executive Committee shall:

- (i) Adjudicate on all matters brought before it which in any way affect the Club.
- (ii) Approve the balance sheet and financial accounts for presentation at the Annual General Meeting.
- (iii) Adjudicate in matters connected with misdemeanors or misconduct by members where misdemeanors or misconduct has not been made the subject of adjudication by a higher authority.
- (iv) Arbitrate in disputes between members.
- (v) Endorse the budgets from Senior and Junior Committees
- (vi) Create sub-committees, either from within its own members or by co-opting, to deal with items of interest to the Club and its members. A Chairperson is to be elected for such sub committees.
- (vii) All members appointed to any sub-committee formed for any purpose shall be financial members of the Club and report to, and be responsible to, the Committee.
- (viii) Should a vacancy occur on the Executive Committee during the year, the Executive Committee shall appoint a successor until the next Annual General Meeting.
- (ix) Minutes of matters handled must be taken and be available for inspection on request.



## 26.0 DUTIES OF OFFICERS -

### 26.1 SENIOR COMMITTEE

- (i) **President** - the President shall:
- (a) Be the Chief Officer of the Club and entitled to preside at all meetings of the Executive and Senior Committees.
  - (b) Take all necessary steps to carry out decisions of the Executive and Senior Committees.
  - (c) Be an "ex officio" member of all sub-committees.
  - (d) Generally further the well-being and objectives of the Club.
  - (e) Be entitled to stand for re-election.
- (ii) **Vice President**
- (a) Shall in the absence of the President carry out their duties
  - (b) Carry out any other duties at the discretion of the President
- (iii) **Secretary** – the Secretary shall:
- (a) Attend to correspondence and generally act according to the direction of President
  - (b) Attend Special meetings and Executive and Senior Committee meetings and take written minutes of same. (see Rule 15)
  - (c) Insert his / her name and address on all letters and returns and keeps a record of all incoming and outgoing correspondence.
  - (d) Carry out all customary work of such an office.
  - (e) Be responsible for the filing of all returns required by the Western Australian Rugby Union Inc.
  - (f) Issue Notices for calling of meetings and nominations for Officers of the Club and any other notice as may be required.
  - (g) Ensure the safe custody of the Books with the exception of the Accounting Records of the Club.
- (iii) **Treasurer** – the Treasurer shall:
- (a) Receive and take charge of all monies belonging to the Club and shall within three days of receipt of same deposit such monies to the credit of the club with a bank nominated by the Executive Committee.
  - (b) Keep a correct account of all monies received and expended and shall under no consideration pay, lend or otherwise appropriate funds of the club to any member or for any cause or purpose whatsoever, save as authorized by the Executive Committee or Special Meeting.
  - (c) Attend meetings that pertain to the Club finances.
  - (d) Prepare an annual balance sheet incorporating the whole of the financial transactions of the Club, and submit same to the Executive Committee and then to the Annual General Meeting.
- (iv) **Volunteer Coordinator** – the Volunteer Coordinator shall coordinate the Club's volunteer resource base to maximize the benefits that the Club can gain from its volunteers.
- (v) **Club Captain** - the Club Captain is the liaison officer between players and management and should note any problems within the playing area and keep the Executive and Senior Committee informed of any grievances, both perceived and real, and also be responsible for ensuring that the players observe the spirit of the Club and its objectives.
- (vi) **Registrar** – the Registrar shall:
- (a) Keep a register of all members, life, playing and ordinary
  - (b) Ensure that all players within the Club are registered in the required manner.
  - (c) Liaise with coaches and managers on the completing of team sheets in the manner required.
  - (d) Inform of players not registered.
  - (e) Keep an up-to-date list of games and the grade each player has played in over the season.
  - (f) Keep a record of each member's financial commitments to the Club.
- (vii) **Gear Steward** – the Gear Steward shall:
- (a) Organise all gear required for coming season including jerseys, medical kits, balls, etc.
  - (b) Arrange for marking of the pitch for home games.
  - (c) Throughout the year keep the committee informed of any further gear requirements as and when they occur.
- (viii) **Social Director** – the Social Director organises any social events during the year including fund-raising events and the Annual Dinner and may co-opt any helpers that may be required to obtain the desired results.
- (ix) Committee members - members who will generally help the committee to realise the objectives of the club.

### 26.2 JUNIOR COMMITTEE

- (i) **President** - the President shall:
- (a) Be the chairperson of the Junior Committee and entitled to preside at all meetings of that committee.
  - (b) Be the Vice President of the Club.
  - (c) Take all necessary steps to carry out decisions of the committee.
  - (d) Generally further the well-being and objectives of the club.
  - (e) Be entitled to stand for re-election.
- (ii) **Secretary** – the Secretary shall:
- (a) Attend to correspondence and generally act according to the direction of the committee.
  - (b) Attend Committee Meetings and take written minutes pursuant to Rule 15.
  - (c) Insert his/her name and address on all letters and returns and keeps a record of all correspondence both in and out.
  - (d) Be responsible for the filing of all returns required by the Junior Rugby Union.
  - (e) Liaise with the executive secretary on any relevant points.
- (iii) **Treasurer** – the Treasurer shall:
- (a) Receive monies on behalf of the Club and, within three days of receipt of said monies, deposit same into the club's nominated bank account.

- (b) Prepare a pre-season budget for the Junior Committee.
  - (c) Keep an on-going record of monies received and expended in relation to the Junior members, and also of their relevant members' financial commitments to the Club.
  - (d) Produce an annual balance sheet and financial accounts and provide same, signed by the President, to the Executive Committee.
- (iv) **Registrar** – the Registrar shall:
- (a) Keep an up-to-date register of all Junior Members.
  - (b) Ensure that all players are registered in the required manner.
  - (c) Inform of players not registered.
  - (d) Keep an up-to-date list of games and the age group in which each player has participated in during the season.
- (v) **Gear Steward** – The Gear Steward shall:
- (a) Organise at beginning of year all gear required for the coming season including jerseys, medical kits, balls etc.
  - (b) Throughout the year keep the committee informed of any further gear requirements as and when they occur.
- (vi) **Committee Members** - Members who will generally help the committee to realise the objectives of the Junior Division

## 27.0 COMMITTEE MEETING PROCEDURES

### 27.1 Executive Committee

- (i) The Executive Committee shall meet together for the despatch of business as often as the President or, in his absence, the Vice President shall deem necessary but not less than once in every four months. The first Executive meeting shall be no later than 30 November of that year. At least three days notice (if possible) shall be given to each committee member, but the committee may also adjourn and otherwise regulate its meetings as it sees fit.
- (ii) Minutes must be taken of all meetings.
- (iii) Five members will form a quorum
- (iv) At every meeting of the Executive the President, or, in his absence, the Vice President shall preside. In any other event the meeting shall elect a Chairperson.
- (v) Questions arising at any meeting shall be decided by a majority of votes, with the Chairperson entitled to a deliberate and, in the event of a tied vote, the Chairperson shall exercise a casting vote.
- (vi) The President or any three executive committee members may at any time summon a meeting of the Executive Committee on any notice not being less than two hours.
- (vii) Any member of the Executive Committee failing to attend three consecutive meetings, shall, unless such absence is or has been excused by the committee, cease to be a member of the executive committee.

### 27.2 Senior Committee

- (i) The senior committee shall meet together for any matters relevant to the Senior members as often as the President or, in his absence, the Secretary, may deem necessary but not less than every four weeks. At least three days notice (if possible) shall be given to each committee member, but the committee may also adjourn and otherwise regulate its meetings as it sees fit.
- (ii) Minutes must be taken of all meetings.
- (iii) Five members shall form a quorum.
- (iv) At every meeting of the committee the President shall preside and in the absence of the President the members present shall choose one of their number to be Chairperson of such meeting.
- (v) Questions arising at any meeting shall be decided by a majority of votes, with the Chairperson entitled to a deliberate vote, and, in the event of a tied vote, the Chairperson shall have a casting vote.
- (vi) The President or any three committee members may at any time summon a meeting of the committee on any notice not being less than two hours.
- (vii) Any member of the Committee failing to attend three consecutive meetings, shall, unless such absence is or has been excused by the committee, cease to be a member of the committee.

### 27.3 Junior Committee

- (i) The junior committee shall meet together for any matters relevant to the Junior members as often as the President or, in his absence, the Secretary, may deem necessary but not less than every four weeks. At least three days notice (if possible) shall be given to each committee member, but the committee may also adjourn and otherwise regulate its meetings as it sees fit.
- (ii) Minutes must be taken of all meetings.
- (iii) Four members shall form a quorum.
- (iv) At every meeting of the committee the President shall preside and in the absence of the President the members present shall choose one of their number to be Chairperson of such meeting.
- (v) Questions arising at any meeting shall be decided by a majority of votes, with the Chairperson entitled to a deliberate vote, and, in the event of a tied vote, the Chairperson shall have a casting vote.
- (vi) The President or any three committee members may at any time summon a meeting of the committee on any notice not being less than two hours.
- (vii) Any member of the Committee failing to attend three consecutive meetings, shall, unless such absence is or has been excused by the committee, cease to be a member of the committee.

## 28.0 ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

### (a) Obligations of the Committee

- (i) The Committee must take all reasonable steps to ensure The Club complies with its obligations under the Act and these Rules.

### (b) Responsibilities of Committee Members

- (i) A Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (ii) A Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of The Club and for a proper purpose.

- (iii) A Committee Member or former Committee Member must not improperly use information obtained because he or she is a Committee Member to:
  1. gain an advantage for himself or herself or another person; or
  2. cause detriment to The Club.
- (iv) A Committee Member or former Committee member must not improperly use his or her position to:
  1. gain an advantage for himself or herself or another person; or
  2. cause detriment to The Club.
- (c) A Committee Member having any material personal interest, i.e.: financial or non-financial interests, in a matter being considered at a Committee Meeting must:
  - (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
  - (ii) disclose the nature and extent of the interest at the next General Meeting of The Club; and
  - (iii) not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (d) Section 18(c) does not apply in respect of a material personal interest that:
  - (i) exists only because the Committee Member belongs to a class of persons for whose benefit The Club is established; or
  - (ii) the Committee Member has in common with all, or a substantial proportion of, the members of The Club.
- (e) The Secretary must record every disclosure made by a Committee Member under Section 28(c) in the minutes of the Committee Meeting at which the disclosure is made.
- (f) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of The Club unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.
- (g) No person shall be entitled to hold a position on the Committee if the person has been convicted of, or imprisoned in the previous five years for:
  - (i) an indictable offence in relation to the promotion, formation or management of a body corporate;
  - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
  - (iii) an offence under Part 4 Division 3 or section 127 of the Act;
 unless the person has obtained the consent of the Commissioner.
- (h) No person shall be entitled to hold a position on the Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (i) The Club may pay a Committee Member's travelling and other expenses as properly incurred:
  - (i) in attending Committee Meetings or sub-committee meetings;
  - (ii) in attending any General Meetings of The Club; and
  - (iii) in connection with The Club's business.
- (j) Committee Members must not receive any remuneration for their services as Committee Members other than as described at Section 28(i) unless agreed to at an Annual Meeting or Special General Meeting.

APPENDIX 1

WESTS SCARBOROUGH RUGBY UNION CLUB Inc.

APPLICATION FOR MEMBERSHIP  
ORDINARY/SENIOR / JUNIOR / FAMILY

Cross out whichever does not apply

Name .....

Address.....

.....  
apply to become a member of Wests Scarborough Rugby Club

Signature.....

Date.....

**Proposed**

**Seconded**

Name:.....

Name:.....

Signature:.....

Signature.....

Date:.....

Date:.....

.....

APPENDIX 2

WESTS SCARBOROUGH RUGBY UNION CLUB Inc.

ELECTION OF OFFICERS FOR THE YEAR

NOMINATION FORM

I .....  
*Please print name*

wish to nominate for the position of

.....

Signature of Nominee.....

**Proposed**

**Seconded**

Name: .....

Name: .....

Signature: .....

Signature.....

Date: .....

Date: .....

APPENDIX 3

WESTS SCARBOROUGH RUGBY UNION CLUB Inc.

APPOINTMENT OF PROXY

I ..... of .....  
*Insert member's name* *Insert member's address*

Appoint ..... who is a financial member of the Club as my proxy. My proxy is entitled to vote on my behalf at the:

Annual General Meeting

Please tick appropriate box

Special meeting

At the meeting to be held on .....  
*Insert date of meeting*

Signature.....

---

**STANDING ORDERS**

1. MEETINGS
2. ORDER OF BUSINESS
3. SUSPENSION OF STANDING ORDERS
4. MINUTES
5. SELECTION OF SPEAKERS
6. CHAIRPERSON'S RULING
7. INTERRUPTION
8. SPEECHES
9. MOTIONS AND AMENDMENTS
10. SUBSTANTIVE MOTION
11. RIGHT OF REPLY
12. WITHDRAWALS OR ADDITIONS
13. CLOSING DEBATE
14. ADJOURNMENT
15. VOTING
16. VOTING IN COMMITTEE
17. RESCINDING A MOTION
18. RECORD OF DISSENT

**STANDING ORDERS  
WESTS SCARBOROUGH RUGBY UNION CLUB**

**1. MEETINGS**

Meetings shall be held at a time decided on by the committee. A quorum shall be as stated in the Constitution. If a quorum of members is not present within thirty (30) minutes of the appointed time for the meeting, the meeting shall stand for a further thirty (30) minutes. If, after this time, there is no quorum those members present shall be competent to discharge the business of the meeting.

**2. ORDER OF BUSINESS**

An Agenda shall be prepared by the Committee for Annual General and Special Meetings and shall be read by the Chairperson at the opening of each meeting. All items thereon shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business of the agenda has been completed, but must reduce the same to writing, or may give notice of motion to be discussed at a further meeting.

**3. SUSPENSION OF STANDING ORDERS**

In the event of any matters of urgency, however, the Chairperson may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, the numbers of the Standing Orders affected, and the length of time (not exceeding 30 minutes) he desires such suspension to last. At the option of the meeting, a further suspension may be allowed, but no suspension shall take place except by a two-thirds majority vote of the members present.

**4. MINUTES**

The Secretary shall read the Minutes of the previous meeting, but no motion or discussion shall be allowed except in regard to their accuracy. After the confirmation of the Minutes they shall then be signed by the Chairperson, and the members shall then be at liberty to ask any questions in regards to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the Minutes shall take place.

**5. SELECTION OF SPEAKERS**

Every member shall stand when speaking. When more than one member rises to speak, the first to rise shall be given precedence, the decision resting with the Chairperson, but the member who rose immediately after the first one shall have the right to speak at the close of such members address.

**6. CHAIRPERSON'S RULING**

If the Chairperson rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall thereon resume his seat, and no other member shall rise until the Chair be resumed. The ruling of the Chairperson on any questions under Standing Orders or on points of order or explanation shall be final, unless challenged by not less than 4 members, and unless two-thirds of the members present vote to the contrary.

**7. INTERRUPTION**

If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairperson when called to order, the member shall be named by the Chairperson. That member shall thereupon be expelled from the room and not be allowed to enter again until an apology satisfactory to the meeting be given.

**8. SPEECHES**

No speaker shall be allowed to speak more than once upon any subject before the meeting, unless in Committee, or on a point of order, or explanation, except the mover of the original motion. But on amendment being moved, any member, even though he has spoken on the original motion may speak again on the amendment. No member shall speak for more than ten minutes at one time. Members wishing to raise points of order or explanation must first obtain permission of the Chairperson and must rise immediately the alleged breach has occurred. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.

**9. MOTIONS AND AMENDMENTS**

The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. Every motion or amendments must be moved and seconded by members actually present at the meeting (except as stated in Constitution as regard to electing of officers only) before they can be discussed, and, wherever possible should be set forth in writing. It is permissible for a member to make his speech first and conclude with a motion. When an amendment is moved to an Original Motion no further amendment shall be discussed until the first amendment is disposed of (Notice of any further amendment must be given before the first one is put to the vote).

**10. SUBSTANTIVE MOTIONS**

If an amendment be carried, it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has previously been rejected. After the vote on each succeeding amendment has been taken the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.

**11. RIGHT OF REPLY**

The mover of the Original Motion shall, if no amendment be moved, have the right to reply at the close of the debate upon such motion. When an amendment has been moved he shall be entitled to speak thereon in accordance with Standing Order No. 8, and at the close of the debate on such an amendment shall reply to the discussion but shall introduce no new matter. The question shall then be put to the vote immediately, and under no circumstances shall any further discussion be allowed once the question has been put from the Chair. The mover of an amendment shall not be entitled to reply.



**12. WITHDRAWALS OR ADDITIONS**

No motion or amendment which has been accepted by the Chair shall be withdrawn without the consent of the meeting. Neither shall any addendum be added to a motion which has once been accepted by the chair without such consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment

**13. CLOSING DEBATE**

The motions for the previous question, next business or the closure may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches should be allowed on such motions. In the event of the closure being carried, the mover of the Original Motion should have the right to reply in accordance with Standing order No.11, before the question is put. Should any one of the motions mentioned in this standing order be defeated, 20 minutes shall elapse before it can be accepted again by the chairperson, unless the chair is of the opinion that the circumstances have materially altered in the meantime. "Next Business" may be moved at any time/ "The Closure" applies only to an Amendment, if one is before the meeting. If carried, the original motion may be further discussed . "The Previous Question" cannot be moved on an amendment or in Committee, and cannot in itself be amended.

**14. ADJOURNMENT**

Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting, but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of adjournment, but such reply shall not prejudice his right of reply on his own motion. In the event of such a motion being lost it shall not be moved again, except in accordance with Standing Order No. 13.

**15. VOTING**

The voting shall be a show of hands, except where a ballot vote is specified by the Constitution, or desired by a majority vote of members present at the meeting. Where so required or where deemed necessary by the Chairperson, two scrutineers or tellers shall be appointed by the Chairperson. The Chairperson shall have a deliberate vote and, in the event of a tied vote, a casting vote.

**16. VOTING IN COMMITTEE**

Where a difference of opinion on a proposition at a Meeting of any Committee occurs, a vote shall be taken.

**17. RESCINDING A RESOLUTION**

No resolution shall be rescinded or amended at the same meeting at which it has been passed; fourteen (14) days' notice of its rescindment or amendment must be given, but the resolution shall not be rescinded or amended unless by the consent of two thirds of the members present at the meeting when it is considered.

No resolution involving important issues of finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been given the opportunity of being present.

**18. RECORD OF DISSENT**

A member present at a meeting may have a record of his dissent entered in the minutes, should he so desire.