



COMMUNITY RUGBY LEAGUE CLUB

CONSTITUTIONAL CHECKLIST

General

- Do you have a copy of your current Club Constitution
- Who is your Public Officer

Committee

- What is the structure of your Committee as per your Constitution
- What is the nomination process
- Are there any pre-requisites for holding a position
- Is there a maximum term for being on the committee

AGM

- What are your rules around notification of the AGM
- How do you take nominations for committee positions
- Is there a pre-determined date when your AGM needs to be held
- What constitutes a quorum at your AGM
- What happens if a quorum cant be reached
- Who can vote at your AGM
- How are committee members / position holders determined at your AGM

General Meetings

- Is there a specific timeline on when your general meetings should be held
- Who has voting rights at general meetings
- What constitutes a quorum at your general meetings
- What happens if a quorum cant be reached

Membership

- How does someone become a member of your Club
- Who keeps the record of membership
- Do your members have voting rights at general meetings and the AGM
- Life Membership
- What is the criteria for Life Membership at your club
- Who can nominate someone for Life Membership
- When can Life Members be accepted by the Club
- What vote is required to confirm Life Membership

How to make changes

- Do you know how can you make changes to your Constitution
- Do you know how can you change a committee member mid-season
- Do you know how can you make changes to a members membership