

# **ROYAL AUSTRALIAN NAVY RUGBY UNION**

## **CONSTITUTION**

### **1. Name**

**1.1** The name of the organisation shall be 'Royal Australian Navy Rugby Union'. It is to be referred to hereafter as RANRU.

### **2. Membership**

**2.1** All members of the Royal Australian Navy (RAN) and Royal Australian Navy Reserves and members of Services of other nations posted or detached to the RAN are eligible to become members and will subject to a membership fee as determined by the Executive Committee, and is payable when, and in a way, that the Executive Committee decides.

**2.2** All other persons wishing to become members of RANRU are subject to a fee as determined by the Executive Committee, and is payable when, and in a way, that the Executive committee decides.

**2.3 Ineligibility.** A person is ineligible for membership of RANRU if they:

- i. have been convicted of any severe civil or military offence resulting in removal from the ADF for disciplinary purposes; or
- ii. have been disqualified by a properly constituted disciplinary body within the sport, or any other sport, from further participation in that sport for a period of 12 months or more; (once disqualification of that person is concluded they may again be eligible for membership, unless the Executive Committee rules to the contrary); or
- iii. are under investigation or subject to investigation for a serious incident.

### **3. Patron**

**3.1** The Chief of Navy will normally be invited to be the Patron of RANRU. If required, an alternate Patron invitation will be at the President's discretion.

## **4. Aims**

**4.1** The aims of RANRU shall be:

- i. to foster, organise and promote the game of Rugby within the Navy at all levels;
- ii. to organise, control and coordinate representative matches against other Unions with the endorsement of the Australian Defence Force Rugby Union (ADFRU); and
- iii. to leverage the Navy Old Salts rugby network to provide support to members transitioning to life beyond Defence.

## **5. Authority**

**5.1** Authority to conduct the affairs of the Union is derived from RANRU's affiliation with ADFRU and Rugby Australia (RA), - the governing bodies for Rugby Union football in the Australian Defence Force and Australia respectively.

**5.2** Authority to conduct Rugby Union within the ADF and Navy is derived from DI(G) PERS 14-2 *Australian Defence Force policy on sport* and Navy Sports Council *Business Rules*.

**5.3** RANRU will implement Rugby programs in the following areas:

- i. Senior Men's National Team;
- ii. Senior Women's National Team;
- iii. Men's Under 21 (Colts) National Team;
- iv. Men's Over 35 ('Old Salts') National Team; and
- v. Navy Rugby Academy (HMAS Cerberus).

**5.4** RANRU will also support Rugby development and competition for Navy teams at all levels. This includes ship level, inter-ship and inter-command events, regional development camps, and participation in specific

7's and 10's competitions that directly support the programs in sub-paragraph 5.3.

**5.5** RANRU will also support the Navy 'Old Salts' Rugby Club and its objectives focused on the Navy Rugby 'community' as outlined in its supporting Constitution. The Navy "Old Salts" Rugby Club is affiliated to RANRU and bound by the laws, bye-laws and regulations, which may be amended from time to time, by the RANRU Executive Committee.

## **6. Executive Committee**

**6.1** The Executive Committee is responsible for the overall direction of RANRU activities and longer term planning. The Executive Committee shall comprise the:

- i. President;
- ii. Vice President;
- iii. Director of Rugby;
- iv. Treasurer;
- v. Secretary;
- vi. Old Salts Representative;
- vii. Men's Player Representative; and
- viii. Women's Player Representative.

**6.2** Officers appointed by Executive Committee members to undertake duties within their portfolio are ex-officio members of the Executive Committee. This includes Assistant Executive appointments, Team Managers, Development Officer, Coaches, Assistant Coaches, Trainers, Health Support Officers, Events Manager/s, Public Relations Officer, Marketing Manager, RANRU Curator (Historian) and Alumni Representative. The Executive may appoint other ex-officio members as required.

**6.3** The Executive membership is normally to include a female officer who, in addition to the core responsibilities of the position to which she is elected, is to assist the President in a leadership role as an advocate for Women's Rugby within Navy. When a suitable female member has not been elected, or if an elected female member is unable to be released to assume this leadership role for any reason, the Executive may seek and appoint another female officer to fulfil this leadership role in an ex-officio capacity.

**6.4** Should a representative of the Executive Committee be absent from a Committee meeting he/she may delegate a member to attend in their place or hold their proxy vote for that meeting.

**6.5 Calling for nominations.** The Secretary, on behalf of the RANRU Executive Committee, is to call for nominations for all RANRU appointments listed in Clause 6.1 at least 14 days prior to an Annual General Meeting (AGM).

**6.6** All personnel holding RANRU appointments where tenure is about to expire, may nominate for any appointments becoming vacant. Unless otherwise agreed by the Executive Committee by passing of a Special Resolution to that effect, no person shall be eligible for election to more than one of the offices identified in Clause 6.1 of this Constitution.

**6.7 Nominations.** Nominations of candidates for appointment or election as Office Bearers are to be given in writing addressed to the Secretary, prior to the AGM. If no nominations have been received in writing for a position, nominations may come from the floor of the meeting. A nominee (from the floor) if unable to attend the AGM shall confirm in writing to the Secretary, post AGM their consent to nomination and if elected their acceptance of the office.

**6.8 Executive Appointments.** With the exception of the circumstances highlighted in paragraphs 6.10 to 6.12 below, Executive Committee appointments are to be made/confirmed at the AGM. Appointment of members to the Executive Committee is to be by normal nomination and voting procedures at each AGM. New appointees are to assume their positions following their election at an AGM on completion of handover by outgoing office bearers (no later than one calendar month after the AGM). The

Vice President is responsible for ensuring all handovers are conducted by outgoing office bearers. Executive Appointments can be up to three years duration and will be a staggered rotation of appointments (positions dissolved and nominations sought) as promulgated by the Executive. There is a maximum two x three year terms where any individual may hold each of the Executive positions in Clause 6.1.

**6.9** In the event that an executive position is left unfilled at the AGM, the RANRU Executive Committee is to seek nominations for the respective position and appoint such a person as they deem appropriate. Such appointments are to be interim appointments for a period not exceeding 12 months, where nominations prior to an AGM will once again be called for.

**6.10 Casual Vacancies.** An office referred to in Clause 6.1 shall be deemed by the President to have a casual vacancy if the occupant either resigns or fails to attend two (2) consecutive Executive Committee meetings without good cause. Where an office becomes vacant, an appointment to fill that office may be made by the Executive Committee upon written acceptance by the proposed appointee.

**6.11** The Executive Committee is to provide three delegates to represent Navy on the ADFRU Executive Committee—normally the President, Vice-President and one other member (at least one should be female). The President is also to be RANRU's representative on the ADFRU Executive Council.

**6.12** The Executive Committee may form and disband RANRU Executive Sub-committees as required. Nominated heads of formed Sub-committees are responsible to the Executive for delivering required outcomes and for prudent financial expenditure. The Operations Sub-committee is a permanent sub-committee.

**6.13 Non-executive Appointments.** The Executive Committee is empowered to appoint RANRU operational and administrative positions and members of sub-committees as non-executive appointments on behalf of the RANRU general membership. Non-executive appointments are managed by the Vice President, Director of Rugby, Treasurer and Secretary as per 6.14 and 6.15. All non-executive appointments may be for a period of up to three

years and require endorsement by the President who is to promulgate the appointment in writing.

**6.14 Vice President.** The Vice President may propose executive and administrative support staff (e.g. Marketing Manager, Events Manager, Website Manager, Public Relations Officer) appointments to support the execution of his/her duties.

**6.15 Director of Rugby.** The Director of Rugby is required to propose coaching, team management and team support staff appointments to support the execution of his/her duties. Selection of coaches is to be done on the basis of merit and credentials. Coaches will ideally hold, or be studying for, at least a RA Level Two coaching qualification or its equivalent.

**6.16 Treasurer.** The Treasurer is required to propose appointment of an Assistant Treasurer to support the timely execution of his/her duties. The appointment is to be notified to the Navy Sports Council.

## **7. Management of RANRU Activities**

**7.1** The Vice President RANRU provides oversight for all Executive Committee activities on behalf of the President. Additionally, the Vice President is responsible for the RANRU communications plan, website management and broad planning requirements for all events beyond 12 months. The Vice President utilises the Treasurer, Marketing Manager and Secretary to discharge his/her duties.

**7.2** The Director of Rugby is responsible to the Executive Committee for:

- i. rugby development for players, coaches, team managers and team support staff;
- ii. team organisation and preparation; and
- iii. a long-term development plan.

**7.3** The Director of Rugby is the nominated head of the:

- i. **Operations Sub-committee.** The Operations Sub-committee has responsibility for day-to-day routine management of RANRU operations out to 12 months. Indicative membership of the Operations Sub-committee includes team managers, team coaches, Development Officer, and special event coordinators.
- ii. **Selection Sub-committee.** The RANRU Selection Sub-committee shall consist of four members - the Director of Rugby, Development Officer and the team Coach or Assistant Coach.
- iii. **Tours.** The Director of Rugby is to be designated Contingent Commander of all RANRU touring squads within Australia and for overseas tours. If the Director is unavailable to lead any tour, the President is to appoint a suitable replacement of the appropriate rank.

**7.4** The Old Salts Representative is the nominated representative of the:

- i. Old Salts Sub-Committee. The Old Salts Sub-Committee is a steering Group which is responsible for the governance and efficient management of the Navy Old Salts Rugby Union Club aligned with RANRU and its endorsed objectives.

## **8. Management of RANRU Finances and Assets**

**8.1** The Treasurer shall conduct the financial affairs of RANRU taking guidance from current Australian Defence Force financial doctrine and Public Governance, Performance and Accountability (PGPA) Act (2013). The financial calendar to be used for RANRU reporting and planning is the standard Financial Year.

**8.2** The RANRU Treasurer is to conduct the financial affairs of RANRU in accordance with directions of the Navy Sports Council.

**8.3** The Navy Old Salts Rugby Club elected Treasurer shall conduct the financial affairs of Navy Old Salts taking guidance from the RANRU Treasurer if required and align reporting and planning against RANRU procedures.

**8.4 Financial institution.** RANRU shall operate in its name at any bank or other financial institution such accounts as may be agreed upon by the Executive Committee. All RANRU funds shall be paid into RANRU accounts. Financial institution debit cards can be issued to support RANRU operations as agreed by the RANRU Executive Committee.

**8.5 Signatories.** Unless otherwise resolved, the signatories to RANRU accounts shall be the President, Vice President and Treasurer, with any one of the three signatures being required on any cheque, form or withdrawal application.

**8.6 Reimbursement.** Members incurring reasonable expenses in carrying out RANRU business may be reimbursed with the approval of the Executive Committee, normally in advance of the expense being incurred through the budgeting process. No portion of monies is to be directly or indirectly distributed to members of RANRU, except as bona fide compensation for services rendered or expenses incurred on behalf and approved by the Executive Committee.

**8.7 Accountancy.** The financial records of RANRU shall consist of receipt books, ledgers, journals, cheque books and such other books as are deemed necessary by the Navy Sports Council or Executive Committee to accurately reflect the current financial position of RANRU.

**8.8 Budget.** The Executive Committee shall approve an annual budget no later than 30 days after the commencement of the financial year and delegate authority to appropriate Executive members or heads of Sub-committees to expend RANRU funds on specified activities within the approved budget and Business Plan. All expenditure is to be acquitted with the Treasurer in accordance with current policies and processes. As a standing agenda item for all Executive Committee meetings, all such approved delegates are to make progress reports, for the purpose of formal endorsement and budget oversight by the Executive Committee.

**8.9 Financial and Asset Management responsibilities.**

- i. The RANRU Treasurer:

- a. Is responsible to the RANRU Executive Committee for the financial management of RANRU accounts.
  - b. May expend up to \$500.00 for petty cash requirements. All other expenditure is to be approved by the Executive Committee.
  - c. Will produce regular, at least annually and on changeover of Treasurer, Navy Sports Council certified statements of income and expenditure and assets and liabilities of RANRU to be reported. Such statements shall be presented to the next RANRU AGM.
- ii. The Navy Old Salts Representative shall be responsible for:
  - a. Planning and execution of the Old Salts playing and social calendar;
  - b. Be responsive to and keep RANRU Executive informed of opportunities, risks and issues in fulfilling its constitution.
- iii. The Marketing Manager, apart from his/her general marketing responsibilities, shall be responsible for:
  - a. Seeking and executing sponsorship to meet RANRU resource requirements;
  - b. Ensuring all sponsorship agreements comply with Defence policy and Navy Sports Council procedures;
  - c. Maintaining a record of individual sponsorship agreements and their management;
  - d. Issuing invoices to sponsors in accordance with sponsorship agreements.
- iv. The Development Officer, apart from his/her development duties, shall be responsible for:
  - a. The safe keeping, issuing and accounting of all RANRU assets;
  - b. Issuing, accounting and stowage of all RANRU assets such as footballs, training clothing, pool jerseys et al; and
  - c. Receipt of monies from the sale of club assets such as ties, shirts etc. All monies shall be fully receipted and passed to the Treasurer not later than 14 days from the date of

receipt. The Treasurer shall be responsible for the provision of a receipt book for this purpose.

- v. The Curator of the RANRU Historical Collection shall be responsible for the upkeep of the RANRU Historical Collection and Register. He/she is further authorised to receive memorabilia for display and storage with the RANRU Historical Collection.

## **9. Meetings**

**9.1** The Executive Committee will meet as directed by the President. The President is to ensure that regular meetings are promulgated in the RANRU calendar. Executive meetings are closed meetings. Only members of the Executive, ex-officio Executive members and invited guests may attend.

**9.2** At all meetings of the Executive Committee each Executive Committee member shall have one vote. Ex-officio or guest attendees shall not have voting rights. In the event of a tied vote the President may exercise a casting vote.

**9.3** The Secretary shall issue an agenda for each meeting, record the minutes and decisions, and distribute the minutes to all Committee members.

**9.4 Annual General Meetings.** AGMs are to be held no later than the last day of November each year. This meeting is to be advertised and agenda items called for not less than one month in advance of the meeting and the agenda distributed not less than one week before the meeting. Participation in RANRU AGMs via telephone or video conference is permissible.

**9.5 Extraordinary General Meetings (EGM).** At the request of the Patron, or written request signed by not less than six (6) members, the Executive will arrange for an EGM to be held within six (6) weeks of such request. The same rules as for AGMs otherwise apply.

**9.6 Quorum.** At an Executive Committee meeting, a quorum will be no less than four (4) members and include either the President or Vice-President. At AGMs, a quorum shall consist of an Executive Committee quorum, plus four (4) other members.

## **10. Constitution**

**10.1** Amendments to this Constitution can only be approved at an AGM or EGM. No amendment will be put to a vote unless written notice, including a written draft of the proposed amendment, has been received at least three (3) weeks prior to the meeting at which the amendment is to be voted on. Endorsement of the constitution is to be a standing agenda item at each AGM. All amendments require Navy Sports Council approval before they can be published.

**10.2** Once approved, the constitution is to be forwarded to ADFRU for ratification.

## **11. Dress**

**11.1** Teams representing RANRU shall be dressed in accordance with ADF policy, contained in DI(G) PERS 14-2, and the IRB regulations approved and adopted for use by RA.

**11.2** On-field and off-field clothing and tracksuits for RANRU representative teams shall predominantly be in the Navy colours of Navy blue with white trim, with the design approved by the Executive Committee. A 'reverse strip' may also be worn when the situation dictates.

**11.3** The RANRU emblem shall be approved by the Executive Committee and should conform as closely as possible to the Navy Logo.

**11.4** The Director of Rugby and/or Tour Leader is responsible for the maintenance of an appropriate standard of dress and bearing for all RANRU teams.

## **12. Authority**

**12.1** This constitution was approved by the RANRU membership at the Extraordinary Annual General Meeting held in Canberra on 31 January 2020

**NJB STOKER**

CAPT, RAN

President RANRU

5 February 2020