

I.PART I

1. PRELIMINARY

2. INTERPRETATION

(a) In these Rules, except in so far as the context or subject matter otherwise indicates or requires:-

- “Ordinary Member” means a member of the Committee who is not an official member of the Association, as referred to in Rule 4(d);
- “Secretary” means:-
 - (i) the person holding office under these Rules as Secretary of the Association; or
 - (ii) where no such person holds that office - the Public Officer of the Association;
- “Elected Persons” shall mean those persons voted in to positions by the membership, comprising Office Bearers, Official Members, and Ordinary Members as defined in rules 4(d) 4(e) and 14(a).
- “Monthly General Meeting” means a regular monthly meeting of the Association to discuss matters of general interest to members
- “Special General Meeting” means a general meeting of the Association other than Annual General Meeting or the Monthly General Meeting;
- “The Committee” shall mean the Management Committee as described in Rule 14 section (a).
- “The Committees” shall mean the Management Committee and those sub-committees as defined under Rule 14 section (a), (b), (c), (d), and (e).
- “the Association” means the Granville District Soccer Referee’s Association
- “Senior Certificated Referee” shall mean a member who has attained the Class 2 Theory Certificate;
- “the Act” means the Associations Incorporation Act, 1984;
- “the Regulation” means the Associations Incorporation Regulation, 1985.

(b) In these rules:-

- (i) a reference to a function includes a reference to a power, authority and duty; and

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(ii) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(iii) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

(iv) Where the following abbreviations occur throughout these Rules, they shall have the following meanings.

- A.G.M. Annual General Meeting;
- A.A.G.M. Adjourned Annual General Meeting;
- M.C. Management Committee;
- A.A.S.R.F. Australian Affiliated Soccer Referees Federation (NSW Division);
- N.S.W.S.R.I. New South Wales Soccer Referees Incorporated;
- G.D.S.F.A. Granville & Districts Soccer Football Association;
- F.N.S.W. Football New South Wales

II.PART II

1. MEMBERSHIP

2. MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the Association if, but only if:-

- (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act: or
- (b) the person is a natural person who:-
 - (i) has been nominated for membership of the Association as provided by Rule 3; and
 - (ii) has been approved for membership of the Association by the Committee of the Association.

3. NOMINATION FOR MEMBERSHIP

- (a) A nomination of a person for membership of the Association:-
 - (i) shall be made in writing using the current membership application form, available from the Secretary, and
 - (ii) shall be lodged with the Secretary of the Association.
- (b) As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the Committee, which shall determine whether to approve or to reject the nomination.
- (c) Where the Committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, request the nominee to pay the membership fee as per Rule 9.
- (d) The Secretary shall, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.

4. CLASSIFICATION OF MEMBERS:

- (a) Members available to accept appointments shall be classified as Active Members
- (b) All other members shall be known as Non-Active Members
- (c) Members may be elected as Life Members under the following provisions:-
 - (i) Life Membership shall only be considered after long, extensive & meritorious service to the Association.

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- (ii) Nominations for life membership shall be submitted to the Management Committee at least fourteen (14) days prior to the AGM in writing, giving details to support each nomination. The Secretary shall acknowledge receipt of nominations for Life Membership. Life Membership shall only be given on recommendation of the Management Committee.
- (iii) The AGM shall be limited to one (1) life membership per year. Such member to enjoy the privileges of membership and be allowed to enter into discussions and vote at meetings.
- (iv) Voting shall be by secret ballot with a two-thirds majority of Members present.
- (d) The office bearers of the Association shall comprise the members of the Management Committee as defined in Rule 14(a)
- (e) The official members of the Association shall be as defined in Rule 13(g).
- (f) The office bearers and official members shall be voted for at the Annual General Meeting subject to Rule 15.

5. CESSATION OF MEMBERSHIP

A person ceases to be a member of the Association if the person: -

- (a) dies; or
- (b) resigns that membership; or
- (c) is expelled from the Association; or
- (d) is deemed unfinancial under Rule 9(d).

6. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation, which a person has by reason of being a member of the Association: -

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

7. RESIGNATION OF MEMBERSHIP

- (a) A member of the Association is not entitled to resign that membership except in accordance with this rule.
- (b) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by first giving notice (being not less than 1 month or not less than such other period as the Committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member shall cease to be a member.
- (c) Where a member of the Association ceases to be a member pursuant to clause (b), and in every other case where a member ceases to hold membership, the Secretary shall make an

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appropriate entry in the register of members recording the date on which the member ceased to be a member.

8. REGISTER OF MEMBERS

- (a) The Secretary of the Association shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person first became a member.
- (b) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

9. FEES, SUBSCRIPTIONS, ETC.

- (a) A member of the Association shall pay to the Association an annual membership fee as set at the previous year's AGM, or as set by the Committee from time-to-time in the following circumstances:
 - (i) Where a new member joins after the 11th of June, the fee payable will be 60% of the applicable annual fee.
 - (ii) For long standing inactive members, the Committee may determine a fee on a case by case basis.
- (b) Except as provided by paragraph (c) the annual membership fee shall become due on January 1st of each year, and should be paid no later than 15th March, or upon joining the Association.
- (c) Where a person becomes a member after March 1st the fee is payable upon membership, and shall be paid no later than 28 days after becoming a member.
- (d) A member who remains unfinancial beyond the date of last payment as defined in paragraphs (b) & (c) shall be deemed unfinancial and removed from the register of members.

10. MEMBERS LIABILITIES

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Rule 9.

11. DISCIPLINING OF MEMBERS

- (a) Where The Committee is of the opinion that a member of the Association:-
 - (i) has refused or neglected to comply with a provision or provisions of these rules; or
 - (ii) has persistently or wilfully acted in a manner prejudicial to the interests of the Association.
- (iii)The Committee may:-

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- (i) form a Judiciary Sub-Committee as per Rule 14(e) and
 - (ii) determine to call the member to appear before the Judiciary Sub-Committee.
- (b) Where The Committee makes a determination under clause (a), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:-
- (i) setting out the determination of The Committee and the grounds on which it is based;
 - (ii) stating that the member may address the Judiciary Sub-Committee at a meeting to be held not earlier than 7 days and not later than 28 days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the member that the member may do either or both of the following:-
 - (A) attend and speak at that meeting;
 - (B) submit to the sub-committee at or prior to the date of that meeting written representations relating to the resolution.
- (c) At a meeting of the Judiciary Sub-Committee , the sub-committee shall:-
- (i) give to the member an opportunity to make oral representations; and
 - (ii) give due consideration to any written representations submitted to the Committee by the member at or prior to the meeting; and then may:-
 - (A) expel the member from the Association; or
 - (B) suspend the member from membership and/or privileges of the Association for a specified period.
- (d) The Judiciary Sub-Committee shall notify the Association Secretary of their resolution in writing.
- (e) Where the Judiciary Sub-committee makes a resolution under clause ©, the Secretary shall, within 7 days after the confirmation, by notice in writing inform the member of the fact and of the member’s right of appeal under Rule 12.
- (f) A resolution of the sub-committee under clause (d) does not take effect:-
- (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (ii) where within that period the member exercises the right of appeal, until the Association confirms the resolution pursuant to Rule 12(d).

12. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (a) A member may appeal against the findings of The Judiciary Sub-Committee, providing such an appeal is made in writing within a period of 7 days after receipt of the notice in Rule 11(d).

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- (b) Upon receipt of a notice from a member under clause (a), the Secretary shall notify the executive which shall form an Appeals Sub-Committee as defined under Rule 14 (f) and convene a meeting of such sub-committee to be held within 21 days after the date on which the Secretary received the notice.
- (c) At a meeting of the Appeals Sub-Committee convened under clause (b).
 - (i) no business other than the question of the appeal shall be transacted;
 - (ii) the Judiciary Sub-Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (iii) the Appeals Sub-Committee shall vote on the question of whether the resolution should be confirmed, revoked or amended.
- (d) The Appeals Sub-Committee shall notify the Association Secretary of their resolution in writing.
- (e) Where the Appeals Sub-Committee confirms, revokes or amends a resolution under clause ©, the Secretary shall, within 7 days after the confirmation, by notice in writing inform the member of the fact, and of their right of Appeal to FNSW.
- (f) A resolution of the sub-committee under clause (d) does not take effect:-
 - (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (ii) where within that period the member exercises the right of appeal, until FNSW confirms the resolution.

III.PART III

1. THE COMMITTEES

2. POWERS, ETC, OF COMMITTEES AND OFFICIAL MEMBERS

The Committee as defined both hereinbefore and hereinafter will also include the Management Committee.

(a) MANAGEMENT COMMITTEE

The committee shall be called the Management Committee of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in General Meeting:-

- (i) shall control and manage the affairs of the Association, including the appointment of a Public Officer;
- (ii) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association; and
- (iii) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association;
- (iv) has power to select membership from enrolment applications;
- (v) shall receive complaints when in writing of misconduct of Association members, and where applicable should form a Judiciary Sub-Committee and refer such complaints to such Sub-Committee under Rule 11(a);
- (vi) shall receive proposals of life membership, consider and make recommendations to members at AGM; and
- (vii) shall receive reports from selected official members.

(b) EXECUTIVE SUB-COMMITTEE

The Executive Sub-Committee shall:-

- (i) be empowered to deal with any matters of urgency in the interest of the Association.
- (ii) form an Appeals Sub-Committee as and when required under Rule 12(b).

Executive Decisions shall remain in force until reviewed or rescinded.

(c) APPOINTMENTS SUB-COMMITTEE

The Appointments Sub-committee of the Association and, subject to the Act, the Regulations and these rules and to any resolution passed by the Association in general meeting is: -

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- (i) to appoint active Association members to officiate at all games which come under the jurisdiction of The Association.
- (ii) to notify members, in writing where possible, of appointed games as soon as possible.
- (iii) to meet at such times and places as may be required.

(d) EXAMINATION AND EDUCATION SUB-COMMITTEE

The Examination and Education Sub-Committee of the Association and, subject to the Act, the Regulations and these rules and to any resolution passed by the Association in general meeting is: -

- (i) to meet at such times and places as required.
- (ii) to be responsible to arrange lectures and to conduct Examination and Education or refresher courses as required.
- (iii) to appoint lecturers for schools of prospective new members.
- (iv) to have inspectors inspect and report on matches on official report sheets to the Executive where necessary.
- (v) To report to the Management Committee of the Association as requested.

(e) JUDICIARY SUB-COMMITTEE

The Judiciary Sub-Committee of the Association (as formed under Rule 11(a)) shall:-

- (i) meet at a time and place as determined by the Management Committee of the Association.
- (ii) perform such duties as defined under Rule 11.

(f) APPEALS SUB-COMMITTEE

The Appeals Sub-Committee of the Association (as formed under Rule 12(a)) shall:-

- (i) meet at a time and place as determined by the Management Committee of the Association..
- (ii) Perform such duties as defined under Rule (12).

(g) OFFICIAL MEMBERS

(i) The official members of the Association shall be:-

1. Two representatives to the governing body of referees in NSW if applicable.
2. Two representatives to the G.D.S.F.A. General Meetings.
3. Two representatives to the G.D.S.F.A. Judiciary Committee.
4. Three members of the Appointments Sub-Committee.
5. Four members of the Examination and Education Sub-Committee.
6. Liaison Officer

7. Equipment Officer
 8. Branch Coach
 9. Webmaster
 10. Delegate to FNSW
 11. Nominee to FNSW Referee Standing Committee
 12. Assessment and Mentoring Coordinator
- (i) Selected official members of the Association shall report to the Management Committee of the Association at such times as required by The Committee. These Selected official members shall be:-
- (i) one representative to G.& D.S.F.A. GM;
 - (ii) one representative to G.& D.S.F.A. Judiciary;
 - (iii) one representative to Ruling Body Referees (if applicable);
 - (iv) The Branch Coach.
 - (v) The Webmaster

3. CONSTITUTION AND MEMBERSHIP

- (a) Subject in the case of the first members of the Management Committee to section 21 of the Act, the Management Committee shall consist of:-
- (i) the office-bearers of the Association being:-
 - (i) the President;
 - (ii) the Vice-President;
 - (iii) the Treasurer;
 - (iv) the Secretary; and
 - (v) The Assistant Secretary.
 - (vi) one (1) Ordinary Member who shall be 25 years of age or older.
 - (vii) one (1) Ordinary Member not have any age restriction.
 - (viii) Chairman Education & Examination Sub-Committee
 - (ix) Appointments Officer.
- (b) The Executive Sub-Committee shall consist of:-
- (i) The President
 - (ii) The Secretary
 - (iii) The Treasurer

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(c) The Appointments Sub-Committee shall consist of -

- (i) The Appointments Officer,
- (ii) Three (3) Senior Certificated Members.

(d) The Examination and Education Sub-Committee shall consist of:-

- (i) Chairman, Examination & Education Sub-Committee.
- (ii) Four (4) Senior Certificated Members. One such member shall be chosen by the sub-committee to act as Examination and Educations Secretary, subject to the approval of the Committee.
- (iii) Branch Coach.

(e) The Judiciary Sub-Committee shall consist of:-

- (i) The Vice-President, or in the absence of the Vice-President, an office bearer of the association (Rule 14a(i)), who shall act as Chairman.
- (ii) One ordinary member of The Committee; and
- (iii) One non-official member of the Association.
- (iv) One nominated member of the GDSFA Management Committee, of whom is not a current member of GDSRA

(f) The Appeals Sub-Committee (no member of which shall have been a member of the Judiciary Sub- Committee which made the determination being appealed) shall consist of:-

- (i) A Senior Certificated Member who is not an office-bearer of the Association.;
- (ii) One ordinary member of The Committee; and
- (iii) One non-official member of the Association.

4. ELECTION OF OFFICIAL MEMBERS AND ORDINARY MEMBERS OF THE COMMITTEE.

(a) Nominations of candidates for election as office-bearers of the Association, or as official members:-

- (i) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

- (ii) shall be delivered to the Secretary of the Association prior to 7pm on the 30th September to allow the Secretary to circulate the names of nominees to members at least 14 days prior to the AGM.

(b) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

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- (c) If insufficient further nominations are received any vacant position remaining on the Committee shall be deemed to be casual vacancies.
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- (f) The ballot for the election of office-bearers, and official members, shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (g) The Branch Coach shall be appointed by the GDSRA management committee.
- (h) The Branch Coach shall be appointed for a two- (2) year term.
- (i) The appointment must be made from expressions of interest by qualified members, and announced at the annual general meeting.
- (j) Any member, who has reason to question this appointment, may do so in writing to the Secretary, within 7 days of the official notification of this appointment, to enable the management committee to investigate the objection.
- (k) The Branch Coach may only be relieved of this position by the decision of the GDSRA Management Committee, and must be announced to the membership at the following general meeting.
- (l) Only members classified at Junior Members under By Law 21 shall be eligible to vote for a candidate standing for the position of Junior Representative.
 - (m) The Webmaster shall be appointed by the GDSRA management committee, for a two- (2) year terms.
 - (n) The nominee to FNSW Referee Standing Committee shall be appointed by the GDSRA management committee for a one (1) year term.
 - (o) The Delegate to FNSW Referee Standing Committee shall be appointed for a one- (1) year term.
 - (p) The Assessment and Mentoring Coordinator shall be appointed by the GDSRA management committee for a one (1) year term.

15.1 TERM OF OFFICE

- 15.1.1 The following Office Bearers will be elected for a two-year term: -
- 15.1.2 the President (commencing 2002)
- 15.1.3 the Assistant Secretary (commencing 2002).
- 15.1.4 the Secretary (commencing 2003)
- 15.1.5 the Treasurer (commencing 2003).

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- (m) Subject to the following proviso contained in 15. (i) no member may nominate for more than two positions.
- (n) Provided that 15. (h) shall not apply if there are insufficient nominations received to fill all vacancies at the Annual General Meeting. If insufficient nominations are received to fill all vacancies, further nominations shall be received at the Annual General Meeting, which may include members already elected to two or more positions.

5. PRESIDENT

The Duties and powers of the President shall be:

- (a) To act as chairman of all General Meetings, Management Committee Meetings and Executive Sub-Committee Meetings.
- (b) Shall attend any meeting of any sub-committee of the Association, which the President chooses to attend.

6. SECRETARY

- (a) The Secretary or in the absence of a Secretary, the Assistant Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with The Association of his or her address.
- (b) It is the duty of the Secretary to keep minutes of:-
 - (i) all appointments of office-bearers and members of the committees;
 - (ii) the names of members of the committees present at Committee meetings or a general meeting; and
 - (iii) all proceedings at Committee meetings and general meetings.
- (c) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (d) The Secretary shall be the designated Child Protection Officer for the Association.
- (e) The Secretary shall attend any meeting of any sub-committee established under Rule 26, which the Secretary chooses to attend.

7. TREASURER

It is the duty of the treasurer of the Association to ensure that:-

- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.

8. VICE-PRESIDENT

- (a) The Vice President shall assume the role and duties of the President, in those situations where the President is unavailable.
- (b) Where a member of the executive is unavailable, the Vice-President may substitute for any member to effect a quorum.
- (c) The Vice-President shall chair meetings of the Judiciary Sub-Committee.

9. ASSISTANT SECRETARY

- (a) The Assistant Secretary shall keep minutes of all proceedings at Committee Meetings and general meetings, and will assist the Secretary in maintaining membership records and following up with members who have not renewed their memberships.
- (b) Where a member of the executive is unavailable, and the Vice-President is unable to substitute for that member, then the Assistant Secretary may substitute for such member to effect a quorum.

10. AUDITOR

The Auditor shall be appointed at the AGM each year and shall not be an office-bearer.

11. DELEGATES TO AFFILIATED BODIES

Delegates shall vote as authorised by the Association, and if not specifically instructed, in a manner they deem to be in the best interests of the game and the Association.

12. CASUAL VACANCIES

- (a) For the purposes of these rules - a casual vacancy in the office of a member of any of the committees, if any other official member occurs if a member:-
 - (i) dies;
 - (ii) ceases to be a member of the Association;
 - (iii) becomes an insolvent under administration within the meaning of the appropriate act within NSW;
 - (iv) resigns office by notice in writing given to the Secretary;
 - (v) is removed from office under Rule 23;
 - (vi) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (vii) is absent without the consent of the relevant committee or sub-committee from two (2) consecutive meetings of the said committee or sub-committee held during a period of six (6) months.

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- (b) In the event of a casual vacancy in the elected members, The Executive may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the next General Meeting following the date of the appointment.

13. REMOVAL OF MEMBER

- (a) The Association in a Special General Meeting may by resolution remove any elected member from office before the expiration of the member's term and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (b) Where a member holding office to whom a proposed resolution referred to in clause (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President shall send a copy of the representation to each member of the Association or, if they are not sent, the member is entitled to require that the representation be read out at a meeting at which the resolution is considered.

14. MEETINGS AND QUORUM

- (a) The committees shall meet at least 3 times in each period of 12 months at such place and time as the committees may determine.
- (b) Any member of the committees may convene additional meetings of the committees.
- (c) Oral or written notice of a meeting of the committees shall be given by the Secretary to each member of the committees at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committees) before the time appointed for the holding of the meeting.
- (d) Notice of a meeting given under clause © shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (e) Any three (3) members of the committees constitute a quorum for the transaction of the business of a meeting of the committees.
- (f) No business shall be transacted by the committees unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the day in the following week.
- (g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (h) At a meeting of the committees, where the designated chairman is absent, or unwilling to act as chairman, one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

15. DELEGATION BY COMMITTEE TO SUB-COMMITTEES

- (a) The Committee may create sub-committees for special purposes (consisting of such members or non-members as The Committee thinks fit), and by instrument in writing, delegate to one or more sub-committees the exercise of such of the functions of The Committee as are specified in the instrument, other than:-
 - (i) this power of delegation; and
 - (ii) A function, which is a duty, imposed on The Committee by the Act or by any other law.
- (b) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Notwithstanding any delegation under this rule, The Committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by The Committee.
- (f) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (g) A sub-committee may meet and adjourn as it thinks proper.

16. VOTING AND DECISIONS

- (a) Questions arising at a meeting of the committees or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the committees present at the meeting.
- (b) Each member present at a meeting of the committees or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) Subject to Rule 25(e), the committees may act notwithstanding any vacancy on the committees.
- (d) Any act or thing done or suffered, or purporting to have been done or suffered, by the committees or by a sub-committee appointed by the committees, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

IV.PART IV

1. GENERAL MEETINGS

The General Meeting of the Association shall be held on the second Thursday of each month, or as may be determined at the Annual General Meeting or by the Management Committee. The business to be conducted at the General Meeting shall be:-

- (a) The general administration of the Association.
- (b) The discussions of points of the game and other related business.
- (c) Other business as shall fall within the scope and the powers and duties contemplated with this constitution.
- (d) Discussion and determination of recommended referees match fees for the forthcoming season.

2. ANNUAL GENERAL MEETINGS - HOLDING OF

- (a) With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association convene an Annual General Meeting of its members.
- (b) the Association shall hold its first Annual General Meeting:-
 - (i) within the period of 18 months after its incorporation under the Act; and
 - (ii) within the period of 2 months after the expiration of the first financial year of the Association.
- (c) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

3. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

- (a) The Annual General Meeting of the Association shall, subject to the Act and to Rule 28, be convened on such date and at such place and time as the Committee thinks fit.
- (b) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:-
 - (i) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - (ii) to receive from the committees reports upon the activities of the Association during the last preceding financial year;
 - (iii) to elect office-bearers of the Association, other official members, and ordinary members of the Committee;

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- (iv) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act;
 - (v) to receive apologies for non-attendance;
 - (vi) to consider alterations, amendments or additions to the Constitution and By-Laws;
 - (vii) to receive the annual Report and audited financial statement;
 - (viii) to declare all Offices vacant and elect a returning officer;
 - (ix) to receive from the Management Committee for consideration nomination for life membership;
 - (x) to discuss and set membership fees for the forthcoming season; and
 - (xi) general business of an urgent nature.
- (c) An Annual General Meeting shall be specified as such in the notice convening it.

4. SPECIAL GENERAL MEETINGS - CALLING OF

- (a) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (b) The Committee shall, on the requisition in writing of not less than 5 per cent (5%) of the total number of members, convene a Special General Meeting of the Association.
- (c) A requisition of members for a special general meeting:-
 - (i) shall state the purpose or purposes of the meeting;
 - (ii) shall be signed by the members making the requisitions;
 - (iii) shall be lodged with the Secretary; and
 - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) If the Committee fails to convene a Special General Meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
- (e) A Special General Meeting convened by a member or members as referred to in clause (d) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

5. NOTICE

- (a) Except where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the General Meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice

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specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (b) Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, notice of the resolution shall be given to the Secretary at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to Rule 30(b).
- (d) A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member.
- (e) The meaning and intent of the word “notice” shall include notice given by email.

6. PROCEDURE.

- (a) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (b) Twenty five per cent (25%) of the membership of the Association, being members entitled under these rules to vote at a General Meeting, constitute a quorum for the transaction of the business of a General Meeting.
- (c) If within half a hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting of convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 20 per cent) shall constitute a quorum.
- (e) The person chairing the meeting at their discretion may advance or postpone any matter appearing on the Agenda paper at any stage of the proceedings.
- (f) Members shall stand when speaking and shall address the Chair.
- (g) No member may rise and speak unless recognised by the Chair.
- (h) Any member addressing the meeting shall speak directly to the motion under discussion or to an explanation or a question or order.

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- (i) Whenever the person chairing the meeting during a debate rises, any member then speaking or offering to speak is to sit down, and the meeting is to be silent so that the person chairing the meeting may be heard without interruption.
- (j) No speech is to exceed five (5) minutes in length without the consent of the meeting.
- (k) The person chairing the meeting may call the attention of the meeting to the continued irrelevance, tedious repetition, unbecoming language or any breach of order on the part of any member and may direct such member to discontinue their speech, or in the event of persistent disregard of the Authority of the Chair, to retire for the remainder of the meeting.
- (l) No member shall address the meeting more than once on any motion or amendment. The mover of the original motion may however reply, but they shall strictly confine themselves to answering previous speakers and shall not introduce any new matter into the debate. The right of reply shall not extend to the mover of an amendment which, having been carried has become the substantive motion. After the reply the question shall be put forthwith.
- (m) Any member, whether they have spoken on the matter under discussion or not may arise to a point of order, or in explanation, but such explanation shall be confined to some material part of their former speech, which may have been misunderstood. A member so rising shall be entitled to be heard.
- (n) The ruling of the person chairing the meeting on a point of order or on the admissibility of a personal explanation shall be final and shall not be open for discussion.
- (o) A motion or amendment may be withdrawn by the mover with the consent of the meeting and the seconder, which shall be signified without debate, and it shall not be competent for any member to speak on it after the mover has asked permission for its withdrawal unless such permission has been refused.
- (p) Delegates and other entitled to vote may move a motion of dissent to any of the rulings of the person chairing the meeting. A vote to be taken, without discussion will be binding on the Chair. The vote must carry a two-thirds (2/3) majority.

7. PRESIDING MEMBER

- (a) The President or, in the President's absence, the Vice-President, shall preside as chairperson at each General Meeting of the Association.
- (b) If the President and the Vice-President are absent from a General Meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

8. ADJOURNMENT

- (a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

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- (b) Where a General Meeting is adjourned for 28 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in clauses (1) and (2), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

9. MAKING OF DECISIONS

- (a) A question arising at a General Meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number of proportion of the votes recorded in favour of or against that resolution.
- (b) At a General Meeting of the Association, a poll may be demanded by the chairperson or by not less than ten (10) members present in person at the meeting.
- (c) Where a poll is demanded at a General Meeting, the poll shall be taken:-
 - (i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

10. SPECIAL RESOLUTION

A resolution of the Association is a special resolution if:-

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the Association as, being entitled under these rules so to do, votes in person or by proxy at a General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

11. VOTING

- (a) Upon any question arising at a General Meeting of the Association a member has one vote only.
- (b) All votes shall be given personally or by proxy but no member may hold more than five (5) proxies.
- (c) In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

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- (d) A member or proxy is not entitled to vote at any General Meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- (e) Voting may be by secret ballot.

12. APPOINTMENT OF PROXIES

- (a) Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy shall be on the current form available from the Secretary, and as issued with the notices of the Annual General Meeting or Special General Meetings.

V.PART V

1. MISCELLANEOUS

2. INSURANCE

- (a) the Association shall effect and maintain insurance pursuant to section 44 of the act.
- (b) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

3. FUNDS - SOURCE

- (a) The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in General Meeting, such other sources as the Committee determines.
- (b) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (c) the Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

4. FUNDS - MANAGEMENT

- (a) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Committee or employees of the Association, being members or employees authorised to do so by the Committee.

5. ALTERATION OF OBJECTS AND RULES

- (a) The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.

6. COMMON SEAL

- (a) The common seal of the Association shall be kept in the custody of the Public Officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer or Secretary.

7. CUSTODY OF BOOKS, ETC.

- (a) Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

8. INSPECTION OF BOOKS, ETC.

- (a) The records, books and other documents of the Association shall be open to inspection, free of charge by a member of the Association at any reasonable hour.

9. SERVICE OF NOTICES

- (a) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (b) Where a document is sent to a person by properly addressing, pre-paying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

10. SURPLUS PROPERTY

- (a) At the first general meeting of the Association, the Association shall pass a special resolution nominating an incorporated association as the association in which is to vest its surplus property pursuant to section 53(2) of the act in the event of the winding up or the cancellation of the incorporation of the Association.
- (b) The incorporated association so nominated shall be one which fulfils the requirements specified in section 53(2) (a)-(c) of the Act.

11. VACATION OF OFFICE

- (a) Without limiting the operation of Rule 23, the office of a member of the Committee shall become vacant if:-
- (b) the member holds an office of profit in the Association;
- (c) the member is directly or indirectly interested in any contract or proposed contract with the Association.

12. NOTICE TO MEMBERS

- (a) Where a member has provided the Secretary with an Email Address, the provision of "notice" as described anywhere in this Constitution and/or By-Laws shall be deemed to have been complied with where notice is forwarded to the email held by the Secretary.
- (b) In the event that the member does not advise the Secretary of a change to his / her email address, and a notice is returned to the Association it shall not be deemed to over ride the intent of this section and the initial electronic notice shall be deemed to have been delivered once emailed by the Secretary.

BY-LAWS

1. The uniform of the association shall consist of an approved shirt displaying the appropriate badge approved by FNSW, black shorts, all black socks, and predominantly black footwear with black laces. The shirt shall be black or of such other colour as currently approved by FNSW.
2. During inclement or wet weather, members who are officiating may wear a raincoat provided that it is transparent, and no longer than hip length. Members may wear an approved black and white cap displaying either the official badge as approved by FNSW, or the approved badge of the association.
3. Persons offering their services in an active capacity and who do not hold a current Refereeing Certificate shall be advised when suitable classes are being conducted.
4. Each person on passing his or her theory examination shall be presented with an appropriate certificate. Each member on passing the appropriate field test shall be presented with a certificate which will show the grade achieved by the member.
5. All active members shall have the option to pass an approved fitness test each year, and the passing of an approved fitness test shall be taken into consideration by the Appointments sub-committee for appointments to centres on competition matches. The requirements of these tests will be set by the Examination and Educations sub-committee, and will take place on dates as set by the Examination and Educations sub-committee.
6. Any member at any time may be called upon to undergo an examination as the Examination and Education sub-committee see fit.
7. Once an active member has been provided with the badge of the association, that badge must be worn when officiating at games, in conjunction with the appropriate badge of FNSW.
8. Active members shall be paid such fees as determined from time to time between the GDSRA and the appropriate football body.
9. All match officials shall have free admittance to the ground on which the match where they are officiating is being conducted.
10. Members, where possible, are to report to the ground where they are due to officiate, no less than thirty minutes before the first fixture to which they are appointed.
11. Each member is responsible to ensure that the team sheets for his or her appointed matches are properly filled in. Failure to do so may result in the member being fined.
12. Members who, without appropriate reason,:
 - decline to officiate at fixture(s) allotted to them by the appointment sub-committee, or
 - who fail to fulfil their allotted appointments, or

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- who fail to notify the Appointments Officer (or in his absence the Hon. Secretary) at least forty-eight hours before their appointed fixture shall be reported to The Committee. The Committee may then determine to:
 - impose a fine up to the value of the match fee, and/or
 - withhold further appointments from the member until the Committee determines appropriate action.
13. Members must ensure the tear off forms at the base of the team-sheet is properly completed. Members who fail to do so may be fined 20% of the corresponding match fee. The tear off form is not to be removed from the rest of the team sheet.
 14. A member shall report any violence, abuse, or other disturbance on or off the field at the match where they are officiating. Hon Secretary shall be verbally notified of such an incident on the night of the match, and a written report must be in the hands of the Hon. Secretary by the Monday evening following the match.
 15. Any member who sends a player from the field, or causes a player to be sent from the field, shall complete a send-off report, which must be delivered to the Judiciary delegate by the Monday evening following the match.
 16. A member, who is requested to attend the GDSFA Judiciary or GDSFA Management Committee, shall attend unless appropriate reason for their non-attendance is given.
 17. Prospective members shall be turning at least 14 years of age in the current calendar year to attend a referees' course, and be no younger than fourteen years (14) to be appointed to competition matches.
 18. No member shall institute legal proceedings against a fellow member, with regard to their conduct as a member of the association, or with regards to the business of the association, without the prior permission of the Committee. The commencement of such legal proceedings without the prior permission of the Committee shall result in termination of membership of the association.
 19. A member who has not attained the age of nineteen (19) at the beginning of the association's year shall be deemed a Junior Member.
 20. The delegate and alternate delegate to the GDSFA Judiciary shall be Senior Certificated Members.
 21. No officer-bearer or official member of the association shall also be an office-bearer on G.D.S.F.A..
 22. Berle-Mair-Newhouse Trophy. This trophy will be awarded annually to the Junior Member who, in the opinion of the Committee, makes the greatest progress in their refereeing during the current season.
 23. President's Trophy. This trophy will be presented to the junior member who has performed admirably during the season in his first year of membership.
 24. Arthur White Trophy. This trophy will be presented to the senior member who has performed admirably during the season.

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25. Members who fail to attend at least three General Meetings of the Association prior to commencement of the GDSFA final series shall not be appointed to final series centres and other end of season honour games. Satisfactory apologies, such as fulfilling an approved appointment or duty on behalf of the Association on the night of a meeting, shall be deemed as attending for the purposes of this by-law.
26. Referees shall lodge a completed Request for Payment form with the Hon. Treasurer by the 5th day of each month, detailing all games they officiated at in the preceding month, to enable verification against the Association's records and referee tear-off forms received. No subsequent claims for incorrect payments shall be accepted unless said form has been lodged.

13. APPENDIX “3” POSITION DESCRIPTION - BRANCH COACH

1. Requirements:

- 1.1 Full Class 1 (minimum 5 years experience as Class 1 Referee.)
- 1.2 Non-Active Member
- 1.3 Level 1 Match Inspector (Any upgrade to be completed when invited)
- 1.4 Own Transport
- 1.5 Experience on the E & ESC and Appointments Sub-Committee would be advantageous.

2. The GDSRA will issue the branch coach with:

- 2.1 Copy of the FIFA Laws of the Game for the current year.
- 2.2 One copy of the GDSFA Handbook to clubs for the current year.
- 2.3 An updated list of GDSRA active referees, including current gradins.

3. Duties of the Branch Coach

- 3.1 Attend all Branch Coaches meetings, as called by the state coach.
- 3.2 Attend the Football NSW Seminar by invitation of the Football NSW Executive.
- 3.3 Will be the final arbitrator on points of law to this association.
- 3.4 Be an active match inspector.
- 3.5 Will advise Chairman, Education and Examination Sub-Committee of any law changes or clarifications received from the ASRF State Coach.
- 3.6 In conjunction with the Chairman of the E & ESC, will annually supply a list of eligible referees to the MC for invitation to attend Level 1 Match Inspectors Course.
- 3.7 Maintain a current list of GDSRA Match Inspectors.
- 3.8 Be actively involved in a GDSRA Inspectors seminar prior to the season commencement.

4. On the Request of the Management Committee:

- 4.1 Attend E & ESC meetings.
- 4.2 Attend entry-level courses.
- 4.3 Attend fitness tests.
- 4.4 Attend upgrade lectures for Class 1 & 2.

5. Other Duties:

- 5.1 Attend the management sub-committee meetings and present a report each month.

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- 5.2 Receive, evaluate, and Record in a Short Form, the referee evaluation reports from the GDSFA.
- 5.3 Receive, evaluate, and record in a short form, the referee evaluation reports from the NSW SF Youth league and State League matches.
- 5.4 These are confidential documents which may only be passed on to the E&ESC Chairman, and will not be made available to any other person without the direct permission of the GDSRA Executive Committee.
- 5.5 Advise the E & ESC Chairman of which referees require nomination for new grading from the results of these inspection reports, or require assistance from an inspector.
- 5.6 Advise the Chairman E & ESC , of any referee who:
 - 5.6.1 Is ready for a field test, either for Badge or class upgrade.
 - 5.6.2 Requires a field test or Assistance from an inspector, due to adverse reports.
 - 5.6.3 May be eligible to apply for a class 1 or class 2 upgrade.
 - 5.6.4 May be a candidate for representative refereeing, ie; Football NSW Annual State Titles.
 - 5.6.5 May be a candidate for GDSRA awards.
 - 5.6.6 Branch coach will be a nominated inspector for out of district referees doing Class 1 or Class 2 field tests in Granville district.
6. On any application for a Class 1 or Class 2 upgrade:
 - 6.1 Conduct a Match Inspection on Class 1 & Class 2 Applicants before they are sent out for their upgrade field tests.
 6. Receive all GDRA, Class 1 and Class 2 inspection reports record the results, and then forward such reports on to the Chairman E & ESC.
 7. Other duties issued by the MC at a formal MCM and recorded in the MC minutes.

1. Appendix “4” POSITION DESCRIPTION – Webmaster

1. Responsibilities:

- manage and enhance the GDSRA website
- monitor use of forum
- provide regular reports to The Committee on web usage,
- provide recommendations to The Committee on enhancements or changes required.
- publish information as requested and/or approved by The Committee
- ensure all educational material presented (ie in relation to laws, law changes, clarification of points of law, etc) has E&EC approval.

2. APPENDIX “5” Assessment and Mentoring Coordinator

1. Requirements:

- a. Internet access from home or work place or preferably both
- b. Experienced in use of Office software and internet applications

2. The GDSRA will supply the Assessment and Mentoring Coordinator with:

- a. A complete list of all active members containing a list of assessment dates for all members.
- b. A list of members the E&ESC wishes to have assessed.
- c. Access to The Arbiter for the purpose of assigning Assessors and Mentors.

3 E&ESC will provide a listing from time to time indicating those members who have been assessed for their purposes.

4. Duties of Assessment and Mentoring Coordinator

- a. To actively seek out other members (active or inactive) who are suitably qualified and/or experienced, to act in the role of Assessor or Mentor.
- b. To liaise with the Appointments Officer to ensure that as many assessments and mentoring appointments are performed as possible.
- c. To assign those willing and qualified as an Assessor to assess members on behalf of the E&ESC, taking into account the Assessor’s games schedule if applicable.
- d. To assign those willing to act as Mentors to games involving new members, particularly early in the new members career.

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- e. To assign those willing to act as Mentors to member's games where the Management Committee or the E&ESC feel it appropriate to oversee a member's game.
- f. As requested, attend meetings of the Management Committee, Appointments and E&ESC sub-committees