



WAIKATO CENTRAL JUNIOR RUGBY

(trading as Hamilton Rugby Union Junior Board)

Constitution

Web site: www.wcjr.nz

Revised Date: February 2024

WAIKATO CENTRAL JUNIOR RUGBY

CODE OF CONDUCT:

WHEN PLAYING SPORT, WE AGREE WE WILL:

Enjoy ourselves Play
within the rules
Respect the referees and umpires Respect the
opposition and their supporters
Be gracious winners and dignified losers Play
hard but play fair.

SPECTATOR / PARENT CODE OF BEHAVIOUR:

Applaud the performance of both teams.
Be positive with the referee.
Acknowledge the efforts of the referee.
Let players play their game – not your game.
Praise efforts – not results.
Set an example for the children.

Constitution

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|-----|-------------------------------|---|
| 1. | Name | 2 |
| 2. | Objective/ Purpose | 2 |
| 3. | Membership | 2 |
| 4. | Committee | 2 |
| 4.1 | Executive Committee | 3 |
| 4.2 | Duties of Executive Committee | 3 |
| 4.3 | Powers of the Committee | 5 |
| 5. | Meetings | 5 |
| 6. | Quorums | 5 |
| 7. | Funds/Finance | 5 |
| 8. | Rules | 6 |
| 9. | Discipline and Complaints | 6 |

1. Name

The Waikato Central Junior Rugby is the name given to the Committee, hereinafter called the WCJR - previously known as the Hamilton Junior Rugby Board or HJRB).

2. Objective/ Purpose

The main objective of the WCJR shall be the administration and the promotion of Junior Rugby within the Central Waikato area for players in School Year 8 and below.

3. Membership

3.1 Membership is open to all registered rugby clubs and schools in the Hamilton City, Huntly, Taupiri, Ngāruawahia, Te Kowhai, Whatawhata, Raglan Areas. Sub Rugby Unions / Regions - and other interested clubs may enter by invitation.

3.2 Clubs must pay affiliation fees as set by the WCJR at the AGM.

3.3 All affiliation fees must be paid by the 20th July. A 10% penalty per month will be incurred if the fees are paid late and no prior arrangement has been made with the Treasurer in writing.

3.4 Each club will provide a copy of their Club Directory to the Secretary of the WCJR. The directory is to include the names and phone numbers of their Chairperson, Secretary, Treasurer, and delegates to the WCJR. This information is to be up to date and correct on the WCJR website.

4. Committee

The Committee shall consist of a:

- President
- Vice-President
- Secretary
- Treasurer

And may include:

In addition, each properly constituted rugby club or school, within the Waikato Rugby region, having entered a team or teams in the WCJR competition, shall be eligible to have representation of two delegates on the WCJR Committee.

Delegates need to be named at the first meeting of the year, two per club. If the named delegate is not able to show up to a meeting the Secretary needs to be contacted along with the name of the replacement if one is coming.

4.1 Executive Committee

- President
- Vice President
- Secretary
- Treasurer
- Weigh In Convenor (for competition grades)
- Weigh In Convenor (for non-competition grades)
- Draws Convenor

The position of President, Vice President, Secretary, Treasurer, Weigh In Convenors and Draws Convenor may be persons other than club or school delegates.

Between General Meetings, the governing power of the WCJR shall be vested in the Executive Committee.

No person shall hold more than one position on the WCJR Executive committee.

All members of the Executive Committee and Representative Convenor to be entitled to an honorarium.

The honorarium is to be set at the AGM, One honorarium per individual only.

4.2 Duties of Executive Committee

4.2.1 It shall be the duty of the President as Chairman to:

- 4.2.1.1 Preside at all meetings of the WCJR.
- 4.2.1.2 Take charge of all other WCJR functions.

4.2.2 It shall be the duty of the Vice President to:

- 4.2.2.1 Assist with the President's duties
- 4.2.2.2 Officiate in the President's absence.

4.2.3 It shall be the duty of the Secretary to:

- 4.2.3.1 Keep a true record of proceedings at all meetings of the WCJR in a book provided for that purpose.
- 4.2.3.2 See that resolutions passed at these meetings are enacted.
- 4.2.3.3 Hold all records connected with the business of the WCJR and when necessary, bring them before such meetings as may properly deal with them.
- 4.2.3.4 Keep an inventory of the assets and property of the WCJR in a book provided for that purpose.
- 4.2.3.5 Keep a register of delegates elected to the committee by their respective rugby clubs and schools.

4.2.4 It shall be the duty of the Treasurer to:

- 4.2.4.1 Receive and receipt all money due to the WCJR.
- 4.2.4.2 Pay accounts contracted by the WCJR when the committee has passed these.
- 4.2.4.3 Bank regularly all money received by the WCJR.
- 4.2.4.4 Keep in books provided for the purpose, an accurate account of financial transactions of the WCJR – and to produce these - along with a financial statement and report to each meeting.
- 4.2.4.5 Prepare and present the Financial Statements annually at the AGM.

4.3 Powers of the Committee

- (i) The Committee shall have the power to fill any vacancy caused by death, transfer, resignation or forfeiture of office, or for any other reason, and any appointment so made shall be effective until the next AGM. Any WCJR Committee member / Delegate may resign by giving one week's notice in writing to the Secretary.
- (ii) The Committee may elect subcommittees as required.
- (iii) The Committee may co-opt members other than delegates to carry out any special duties, but only after being assured that no delegate is available or willing to carry out those duties.

5. Meetings

- (i) Committee meetings shall be held monthly, or as required. All clubs are requested to send a delegate to each committee meeting. There is to be no sub-union representation.
- (ii) The AGM shall be held not more than two (2) months after the end of the rugby season on a day to be fixed by the Committee.
- (iii) The business of the AGM shall be to receive and consider the Annual Statement of Accounts and Balance Sheet, the Report of the President and Executive Committee, and to consider any General Business, which may be presented. Also to discuss any remits and rule changes and to validate if passed.
- (iv) The dates and times of all meetings of the WCJR shall be posted at least seven days prior to the meeting.
- (v) Any Committee member failing to attend three (3) consecutive Committee meetings without an apology shall have their position declared vacant.
- (vi) Special General Meetings: Should be in written notice, signed by at least ten (10) members of the WCJR, be handed to the President or Secretary, a Special General Meeting of the WCJR shall be called within 14 days of such notice being given.

6. Quorums

- (i) A quorum for an AGM or Special Meeting shall be twenty (20) WCJR Delegates, all of whom must be associated to a Registered Rugby Club or School in the Waikato Central Junior Rugby area as aforementioned in Section 3 (Membership), two of whom shall be members of the Executive Committee.
- (ii) A quorum for a Committee Meeting shall be twelve (12) committee members, two of whom shall be members of the Executive Committee.

7. Finance

- (i) The committee will have a bank account held in the name of Hamilton Rugby Union Junior Board
- (ii) That account will operate under a "two to sign" rule. (new)
- (iii) All funds shall be under the direct control of the Committee.
- (iv) Funds raised for a specific purpose must be held and used for that purpose only, unless otherwise decided at a General Meeting.

- (v) The Committee shall direct the investment of any funds, which may, at its discretion, expend such sums, as it may deem necessary for the furtherance of any objects of the WCJR.
- (vi) Withdrawal of funds or part thereof shall be done under signature of any two of the following: Chairperson, Secretary or Treasurer any of whom may be replaced as a signatory by a member of the Committee appointed for that purpose, by resolution of the Committee.
- (vii) The financial year of the club will end on: September 30
- (viii) A statement of annual accounts will be presented by the Treasurer at the AGM

8. Regulation of Rugby

8.1 Season dates: The WCJR season will commence the start of Term 2 of the school year and will finish by the end of Term 3 of the school year.

8.2 Trials : A club, school or any other organisation otherwise recognised by the WCJR, must not hold trials for any team, in any grade.

8.3 Dispensations:

8.3.1 All dispensations required are to be applied for in writing to the WCJR Executive committee by the date set at the relevant monthly meeting.

8.3.2 Dispensation approval is at the discretion of the WCJR Executive committee. These can be appealed.

8.3.3 Any dispensations may be revoked by the WCJR Executive Committee at any time.

8.3.4 Any approved dispensated players must abide by the rules set out in the WCJR Rules handbook.

8.4 Rules:

8.4.1 All members are required to follow the WCJR Rules Handbook for the current year.

8.4.2 Any changes to the rules in the 20XX WCJR Rules handbook must be made by Notice of Motion (commonly known as a "Remit"), prior to the AGM, - or a Special General Meeting called for that purpose.

8.4.3 The written Notice of Motion (Remit) must be in the secretary's hands fourteen (14) days prior to the meeting at which it is to be held.

8.4.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, Special General Meeting, as the case may be.

9. Discipline and Complaint.

9.1 Disputes

9.1.1 All disputes that cannot be resolved via the club delegates in the first instance, must be in writing and shall be forwarded in writing to the WCJR Secretary and a copy to the WCJR Executive Committee within Seven days of the game being played, and a copy handed to the Club Delegate for presenting at a WCJR meeting. Any disputes, regardless of their nature, will be heard by the WCJR.

9.1.2 At any inquiry or appeal conducted by the Judicial Committee, no person shall sit as a member in the determination of any matter in which he/she has a conflict of interest. This person shall be replaced for this matter, at the discretion of

9.1.3 If a coach has a reason to believe that the opposing team is infringing the rules, he/she should make this complaint known to the opposing coach. If no agreement on the problem can be reached, the coach must, on being sure of his/her facts, inform in writing his/her Club committee, who will then contact the committee of the opposing

club to resolve the matter as well as informing the secretary of the WCJR, if then no agreement can be reached then bring the matter up before the WCJR Judicial committee, whose decision will be final.

- 9.1.4 If, after the dispute is heard by the WCJR Judicial Committee, the dispute is deemed to be a disciplinary matter, then the disciplinary process will be carried out according to the WCJR Disciplinary Process.

9.2 Disciplinary Procedures

The Disciplinary process will be as per the NZR Disciplinary Rules (Refer NZR Disciplinary Rules – “The Black Book”). For adults involved at all grades, this process will be overseen by the Waikato Rugby Judicial Committee. Any instances deemed to be of misconduct under NZR “Black Book” must be submitted in Writing to Waikato Rugby CEO within 48 Hours of the offence occurring.

For all players the disciplinary process will be overseen by the WCJR Judicial Committee. Players of concern- any player sent off (red carded) and / or 3 or more yellow cards in a season will have to face a hearing into their conduct. All players facing a judicial committee should be accompanied by a parent or guardian and the team coach. All penalties imposed through the judicial process must be adhered to. Failure to do so could result in further disciplinary action.

9.3 Judicial Committee

Establishment of a Judicial Committee: (5 Members). The Judicial committee will be made of no more than 5 independent members and no less than 2 independent members with the addition of Waikato Rugby Representative for any judicial hearing.

In the event of the use of 5 independent members, the committee will have representation of delegates from at least 3 clubs and a WR representative.

The Executive Committee will have a minimum of 2 representatives made up of WCJR President and Secretary in the first instance if either of these two positions are unable to sit on the committee for any reason then they shall be replaced by 2 other WCJR executive committee members.

A standing agenda item for a Judicial report will be included in the WCJR monthly meeting agenda which will be reported by the WCJR President (This committee will not receive any honorariums).

10.Voting Powers at Annual General Meeting or General Meeting

- 10.1 Each registered rugby club present shall have two (2) votes
- 10.2 In the event of a tied vote; the President shall exercise a casting vote.
- 10.3 If a named club delegate will be absent from an Annual General Meeting or Special General Meeting the club delegate has the right to appoint another person to attend the meeting and vote in their stead this person is therefore called a Proxy. Written notice must be provided by the named club delegate notifying WCJR Secretary prior to the meeting they are unavailable and also name their proxy.

11.1 Amendment to the constitution

- 11.1 The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting.
- 11.2 All motions to amend the constitution are to be made in writing to the secretary 14 days before the

Annual General Meeting and distributed to members.

11.2 The secretary will publicise the proposed alterations to the constitution 2 days prior to the annual general meeting.

Waikato Central Junior Rugby hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: _____ Position: President

Signed: _____ Date: _____

Name: _____ Position: Vice President

Signed: _____ Date: _____

Name: _____ Position: Secretary

Signed: _____ Date: _____

Name: _____ Position: Treasurer

Signed: _____ Date: _____