

A decorative graphic on the right side of the page features three blue circles of varying sizes. The largest circle is at the top, a medium-sized one is in the middle, and a very large one is at the bottom right. Thin blue lines connect the top-left corners of the circles, creating a diagonal path across the page.

CONSTITUTION OF MUSWELLBROOK NETBALL ASSOCIATION INCORPORATED

ABN 40 277 411 348

Associations Registration Number:
Y1306841

Established: 1950's

Revised: October 2017

**MUSWELLBROOK NETBALL ASSOCIATION INC.
CONSTITUTION**

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**MUSWELLBROOK NETBALL ASSOCIATION INC.
CONSTITUTION**

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution,

'Association' means the Muswellbrook Netball Association Inc.;

'Instrument' means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the associated Policies of the Association;

'New South Wales Netball Association Ltd' trading as Netball NSW, means the controlling body for Netball in New South Wales;

'Registered Member' means any financial member or life member of the Association;

'The Office Bearers of the Association' means the members of the Executive Committee plus the Sub-Committee Convenors.

b) INTERPRETATION

i) Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.

ii) Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.

iii) The Council shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and associated Policies.

c) TITLE

The name of the Association shall be the Muswellbrook Netball Association Inc.

d) COLOURS

The Association's colours shall be bottle green, gold and white.

e) ASSOCIATION LOCATION

The Association office and facilities are located at Karoola Park, Muswellbrook.

f) BOUNDARIES

The Association's boundaries shall be as defined by the New South Wales Netball Association Limited and as reviewed from time to time.

g) OBJECTS

The objects of the Association shall be:

- i) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- ii) to promote, regulate and control competition matches between teams and to control all premierships and carnivals of the Association;
- iii) to select and manage the Association's representative teams;
- iv) to affiliate with and support the New South Wales Netball Association Ltd;
- v) to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- vi) adopt and adhere to the procedures outlined in the Netball NSW Member Protection Policy as adopted, to seek to resolve any and all disputes which may arise between members of the Association in all matters pertaining to the game of Netball within the boundaries of the Association;

h) PATRON

The Association may from time to time appoint one or more Patrons.

Any nomination received for the office of Patron shall be presented for ratification by the Council at an Annual General Meeting. The Council may also cancel any such appointment at an Annual General Meeting.

2. AFFILIATION WITH NETBALL NSW

a) APPLICATION FOR AFFILIATION AS A DISTRICT ASSOCIATION

The Association shall affiliate with Netball NSW annually as required under the Netball NSW Constitution.

Every application for affiliation as a District Association must be:

- i) made in writing on the form provided by Netball NSW for that purpose and be accompanied by the required affiliation fee as approved by the Netball NSW Council at the November Council meeting each year;
- ii) lodged with Netball NSW by 1 April in each year;

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- iii) must be signed by the District Association representative and set out the name and address of the District Association.

It is a requirement of a District Association's affiliation that the District Association register each and every Individual Member of the District Association. Failure to satisfy this requirement is a breach of clause 10.1 (b) of the Netball NSW Constitution.

b) APPOINTMENT OF DELEGATES TO NETBALL NSW COUNCIL

By 1 April each year, each affiliated District Association is entitled to nominate two Delegates to attend and vote at the Netball NSW Annual General Meeting, any Extra Ordinary Meeting or General Meetings.

This notice of appointment is to accompany the District Association affiliation form as referred to in clause 9.4 of the Netball NSW Constitution.

Affiliated District Associations must provide the name and contact details of each Delegate on the annual Affiliation form to the Netball NSW Company Secretary by 1 April each year to ensure such Delegates may attend and vote at the Netball NSW Annual General Meeting and any Extra Ordinary or General Meeting held in conjunction or on the same day as the Annual General Meeting.

Where such Affiliation is received by Netball NSW after 1 April in any one year, such Delegates may attend and vote at the next scheduled meeting held after the date affiliation is received.

- i) Term of office

District Association delegates appointed to the Netball NSW Council in line with clause 12.1 of the Netball NSW Constitution, will assume office as at 1 April each year and will hold office until 31 March the following year.

All Delegates to the Netball NSW Council must be at least 18 years of age.

No substitution of delegates may occur during the course of any Netball NSW meeting.

3. MEMBERSHIP

a) ORDINARY MEMBERSHIP

- i) The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all

Registered Members who shall adopt and obey this Constitution and the Policies of the Association.

- ii) Individual members wishing to join the Association shall:
 - a) Complete the approved Register of Members Form held by the Association Registrar.
 - b) Pay the prescribed annual membership fees to the Association Treasurer.
 - c) Individual members upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play.
 - ii Junior Players, who shall be aged 11 to 17 years of age at 31 December in the year of play.
 - iii Netta Players, who shall be aged 8 to 10 years of age at 31 December in the year of play.
 - iv Fun Net Players, who shall be aged 7 years of age or under at 31 December in the year of play.
- iii) Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iv) A person ceases to be a Registered Member of the Association if the person:
 - a) dies;
 - b) Resigns their membership
 - c) ceases to be financial under Clause 3 c) iii) below; or
 - d) is expelled from the Association under the authority of the Executive Committee

b) LIFE MEMBERSHIP

- i) Any person may be elected for Life Membership of the Association in recognition of outstanding service to the Association for a period of at least 10 years. This minimum period may be altered, as council deems appropriate.
- ii) Candidates for election as Life Members shall be nominated by two (2) Senior Financial Members of the Council at least 48 hours before the meeting at which such nominations will be considered.

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- iii) The nominations must be approved by a majority of at least three-quarters (3/4) of the members present and voting at an Annual General Meeting, provided that the Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.
 - iv) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and Active Life Members shall have full voting rights.
 - v) An Active Life Member is a Life Member who has attended a minimum of two Council Meetings and/or who takes an active role in the running of the Associations activities for that year.
 - vi) A person ceases to be a Life Member of the Association if the person:
 - a) dies; or
 - b) is expelled from the Association under the authority of the Executive Committee

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) All fees to be paid by Registered Members for the following year of membership, shall be determined by resolution of Council at a general meeting each year.
- ii) All Registered Members of the Association will be financial members between 1 January and 31 December of the year following (which covers all competitions and meetings conducted throughout that year).
- iii) A Registered Member ceases to be financial if she or he:
 - a) fails to renew her or his membership; or
 - b) fails to pay to the Association money she or he owes to the Association within the required timeframe.
- iv) Membership entitlement is a right, privilege and obligation which the individual has by reason of being a member of the Association. It is not capable of being transferred to another party

d) REGISTER OF MEMBERS

- i) The Secretary of the Association shall also hold the position of Public Officer for the Association
- ii) The Registrar of the Association shall utilise the Netball Australia National Membership Administration System (NMAS) to maintain and produce a register specifying the name and address of each person who is a Registered Member of the

Association, together with the date on which the person became a Registered Member.

- iii) The Register of Members shall be kept at the principal place of administration of the Association and shall be open for inspection by any Registered Member of the Association at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

e) **MEMBERS' LIABILITY**

The liability of a Registered Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, 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.

4. MEETINGS

a) **MEETINGS – GENERAL PROCEDURE**

- i) The President shall take the chair at all meetings of the Council or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii) If neither the President nor Vice President is present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum shall consist of at least 5 members, of which, three (3) are Executive Members of the Association.
- iv) If no quorum is present fifteen (15) minutes after the time fixed for the commencement of a meeting it shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice thereof to each eligible voter.
- v) The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.
- vi) Questions arising at an ordinary meeting of the Council, Executive Committee or any Sub-Committee are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one (1) vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.

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- viii) There shall be no voting by proxy at any meeting of the Association
 - ix) Each team is only allowed two (2) votes
 - x) Meeting procedure shall be further guided by Clause 5. d) Standing Orders as defined in the New South Wales Netball Association Ltd Constitution.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held in October of each year.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Senior Financial Members and Active Life Members.
- iii) Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Office Bearer and Life Member.
- iv) At the Annual General meeting of the association, the quorum shall consist of at least six (6) members, four (4) of which are Executive members of the Association.
- v) The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the Annual Report and audited balance sheet;
 - c) Appointment of an auditor for the following year;
 - d) Written reports presented by the President and Representative Liaison Officer
 - e) Such other business as the meeting thinks fit;
 - f) Election of Office Bearers.
 - i. The meeting shall elect a Chairperson and then all positions are declared vacant. If the chairperson is a member of the Association they have one (1) vote. The chairperson vacates the chair upon election of the President.
 - ii. If a secret ballot is requested, the meeting will elect three (3) scrutineers (who may vote if they are financial members) who will count the votes.
- vi) The following Office Bearers shall be elected and shall form the Executive Committee:

President

Vice President;

Secretary;

Treasurer;

Umpires Convenor;

Coaching Convenor;

Registrar;

Representative Convenor;

Three (3) Committee Members

- vii) The following Office Bearers (Non-Executive) shall also be elected:

Minute Secretary:

Assistant Treasurer:

Recorder:

Public Relations Officer:

Canteen Convenor:

Carnival Convenor:

Fixtures Convenor:

Grading Convenor:

Selection Convenor:

Fundraising/Sponsorship Co-ordinator

- viii) Nominations for election may be signed by two (2) Registered Senior Members and with the written consent of the nominee be lodged with the Secretary within twenty-eight (28) days prior to the meeting at which the elections are to be held.

Qualifications may accompany each nomination.

Nominations will also be taken from the floor.

- ix) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.
- x) Current Office Bearers shall be eligible for re-election.
- xi) No person shall be elected to more than two (2) positions as an Office Bearer.

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- xii) Office Bearers, apart from the President, elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim:
 - xiii) The Association may, at a Special Council meeting, by resolution remove any Office Bearer before the expiration of her or his term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.
 - xiv) An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

c) **SPECIAL COUNCIL MEETINGS**

- i) Special Council Meetings shall be called by the Secretary:
 - a) at the direction of the President;
 - b) upon receipt of a requisition signed by not less than one-quarter (1/4) of the members of Council.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Active Life Members and Senior Financial Members.
- iii) Not less than seven (7) days' written notice shall be given to members of Council, specifying the time and location of a Special Council Meeting, and the nature of the business to be considered.
- iv) A quorum for a Special Council Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members.

5. **ORGANISATIONAL STRUCTURE**

a) **COUNCIL**

- i) The Council shall consist of:
 - a) the Office Bearers of the Association;
 - b) Life Members;
- ii) The Council shall meet at least **five (5)** times each year on dates to be fixed by the Council. **At least three of these meetings shall be held at not less than monthly intervals between February and August inclusive.**

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- iii) Not less than seven (7) days' written notice shall be given specifying the time and place of the meeting of Council, and any special business to be dealt with.
 - iv) Order of business at Council meetings shall be:
 - a) Apologies;
 - b) Confirmation of Minutes;
 - c) Business Arising from Minutes;
 - d) Notices of Motion;
 - e) Elections;
 - f) Correspondence and business arising;
 - g) Reports:
 - Executive Committee;
 - Treasurer;
 - Umpires Convenor;
 - Coaching Convenor;
 - Representative Convenor;
 - Other Officer Bearers Reports;
 - Sub-Committees;
 - Delegates to other organisations;
 - Any other reports.
 - General business.
 - v) Association delegates to other organisations shall submit a written report to the Secretary of all meetings/functions attended on behalf of the Association within twenty-eight (28) days of such meeting/function.

b) POWERS OF COUNCIL

- (i) The Council shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
 - a) to control and manage the affairs of the Association;
 - b) to fix fees payable by members and to enforce payment thereof;

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- c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association and to give security therefore; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;
 - d) to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member
 - e) to appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of the New South Wales Netball Association Ltd.;
 - f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
 - g) Take any disciplinary action pursuant to the Constitution and Procedures against any team or member. The Executive may delegate its disciplinary powers to adjudicate upon disputes in respect of players, teams, spectators and/or Association official's (which include coaches, managers, scorers and umpires) to a disputes Committee and/or a Disputes Appeal Committee. Refer to Clause 6f.
 - h) Ensure all members for the current year are registered in a timely manner through the Netball Australia National Membership Administration System (NMAS) and payment for these registrations is made as requested and by the due date to Netball NSW.

c) INCOME AND PROPERTY

i) Application

The Associations income and property must be applied solely towards promoting the Association's Objects and the Association's income and property must not be applied for the profit or gain of its individual members.

ii) No distribution

No part of the Association's income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, fee or otherwise, to any of the Members of the Association

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- iii) Exception

This clause does not prohibit making a payment approved by the Council of the Association:

- a) for out-of-pocket expenses incurred by an Office Bearer in performing a duty as an Office Bearer of the Association;

d) **EXECUTIVE COMMITTEE**

- i) The Executive Committee shall consist of the following voting members:

President:

Vice-President

Secretary:

Treasurer:

Umpires Convenor:

Coaching Convenor:

Registrar:

Representative Convenor:

Committee Members x 3

- ii) Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting.
- iii) Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight (48) hours prior to the meeting being held.
- iv) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 4 b) xvi).

e) **DUTIES OF EXECUTIVE COMMITTEE**

- i) The Executive Committee shall exercise the functions and powers of the Council between meetings of the Council and its

decisions shall be subject to ratification by the Council at the next meeting.

- ii) Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information prior to the announcement of such selected teams.
- iii) Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv) Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- v) Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- vi) Approve the Association Report to be presented to the New South Wales Netball Association Ltd.

f) **SUB-COMMITTEES**

- i) **The following Sub-Committees shall be elected at the Annual General Meeting each year:**
 - a) **Canteen (including the Canteen Convenor):**
 - b) **Coaching (including the Coaching Convenor):**
 - c) **Carnival (including the Carnival Convenor)**
 - d) **Fixtures (including the Fixtures Convenor):**
 - e) **Grading (including the Grading Convenor):**
 - f) **Representative Teams (including the Representative Convenor (as Convenor))**
 - g) **Recorders (including the Recording Convenor):**
 - h) **Selection (including the Selection Convenor):**
 - i) **Social (including the Public Relations Officer (as Convenor)):**
 - j) **Umpires (including the Umpires Convenor (as Convenor))**
 - k) **Fundraising/Sponsorship (including the Fundraising/Sponsorship Co-ordinator as Convenor)**

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- ii) Members of Sub-Committees shall be Registered Members of the Association.
 - iii) Excluding the President, Secretary and Treasurer of the Association, members of the Executive Committee are eligible to stand for election to Sub-Committees, but may not be elected the Convenor thereof.
 - iv) No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Sub-Committees.
 - v) The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee.
 - vi) With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
 - vii) The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
 - viii) The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
 - ix) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
 - x) Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
 - xi) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
 - xii) Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.
 - xiii) A Sub-Committee Convenor shall:
 - a) be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings at least seven (7) days prior to the meeting;
 - b) be responsible for keeping in a Minute Book an accurate record of all meetings;
 - c) forward copies of the Minutes to the Minute Secretary and to each member of the subcommittee within fourteen (14) days of each meeting;

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- d) submit reports for consideration by the Executive Committee and/or Council as required.

6. DUTIES

a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i) The **PRESIDENT** shall:
 - a) preside at meetings of the Association and direct where necessary.
 - b) be Convenor of the Appeals Tribunal
- ii) The **VICE PRESIDENT** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) shall be appointed as Convenor of the Disputes Tribunal convened as required
- iii) The **SECRETARY** shall:
 - a) prepare and submit annually as required, the Netball NSW Affiliation Form;
 - b) act as the Public Officer of the Association;
 - c) maintain a register of Life Members;
 - d) maintain a register of Registered Members;
 - e) maintain a register of Council and Proxy delegates' names and addresses;
 - f) be responsible for correspondence and issue notices as required;
 - g) prepare an administration report for presentation at the Annual General Meeting;
 - h) circulate all nominations for Life Membership and accompanying qualifications to all Office Bearers and Senior Financial Members;
 - i) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
 - j) be responsible for the presentation of the Executive Committee report to Council;
 - k) prepare and submit applications for State or other grants;

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- l) issue an official order to any person authorised to purchase on behalf of the Association.
 - m) conduct such other business as directed by Council;
 - iv) The **TREASURER** shall:
 - a) be responsible for all funds that may be established by the Association;
 - b) keep a record of all assets, liabilities, and properties of the Association;
 - c) keep necessary books of account and produce them on the instruction of Council;
 - d) receive all monies payable to the Association and issue receipts as required;
 - e) bank all monies within seven (7) days of receipt;
 - f) pay accounts passed for payment;
 - g) pay other accounts as necessary and have these ratified at the next meeting;
 - h) send accounts as required;
 - i) submit a written financial report to each Council meeting;
 - j) pay the annual New South Wales Netball Association Ltd. fees by the due date;
 - k) present an audited Balance Sheet at the Annual General Meeting.
 - v) The **UMPIRES CONVENOR** shall:
 - a) be the holder of a National Umpires Accreditation;
 - b) be the Convenor of the Umpires' Subcommittee;
 - c) organise and arrange the coaching and grading of umpires where necessary;
 - d) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
 - e) keep a record of National badged umpires and district badged umpires within the Association;
 - f) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;

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- g) research and institute methods of encouraging and improving umpiring within the Association;
 - h) arrange umpiring assistance to teams and individuals as requested;
 - i) be responsible for the distribution of relevant information regarding umpiring, including notice of umpire's accreditation theory requirements;
 - j) ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings.
 - k) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - l) be responsible for the organisation of umpiring courses to be conducted at the Association.
- vi) The **COACHING CONVENOR** shall:
- a) be the holder of at least a Level 1 Coaching Accreditation;
 - b) be the convenor of the Coaching Subcommittee;
 - c) research and institute methods of encouraging and improving coaching within the Association;
 - d) arrange coaching assistance to teams and individuals as requested;
 - e) be responsible for the distribution of relevant information regarding coaching;
 - f) organise and conduct the Association's FunNet programme;
 - g) ensure that in her or his absence a representative appointed from the Coaching Sub-Committee attends Council meetings;
 - h) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
 - i) be responsible for the organisation of coaching courses to be conducted by the Association.
- vii) The **REGISTRAR** shall:
- On an annual basis:

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- a) accept all registrations on a date determined from year to year;
 - b) maintain a register of team names and uniform colours to avoid duplication;
 - c) allocate the respective registration forms to the Grading Convenor and the Association Secretary and retain one (1) copy on file as a record of registered teams and players;
 - d) be responsible for the compilation of the membership and insurance reports sent to New South Wales Netball Association Ltd. and the current insurers;

On a weekly basis:

- e) accept individual registrations as submitted and include them on team registration forms;
 - f) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- viii) The **REPRESENTATIVE CONVENOR** shall
- a) be responsible for all aspects of marketing and purchasing for Representative Teams;
 - b) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
 - c) be Convenor of the Representative Teams Sub-committee and as such be responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, travel and accommodation arrangements etc.;
 - d) advise the Secretary of all such arrangements.

b) **DUTIES OF OFFICE BEARERS, CONVENORS AND SUB-COMMITTEES**

- i) The **MINUTE SECRETARY** shall:
 - a) maintain a record in a Minute Book of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting;

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- b) maintain a record of Minutes of all Sub-Committee meetings.
 - c) be responsible for correspondence and issue notices for representative teams and personnel as required;
 - d) in the absence of the Secretary, act as Secretary;
 - e) carry out such duties as the Secretary may direct.
- ii) The **ASSISTANT TREASURER** shall:
- a) be a member of the Representative Teams Sub Committee
 - b) be a signatory on the Representative Team accounts;
 - c) keep necessary books of account for the Representative Teams and produce them on the instruction of Council;
 - d) receive all monies payable to the Association in relations to Representative Teams and issue receipts as required;
 - e) bank all Representative Team monies within seven (7) days of receipt;
 - f) pay Representative Team accounts passed for payment;
 - g) pay other Representative Team accounts as necessary and have these ratified at the next meeting;
 - h) send Representative Team accounts as required;
 - i) be responsible for all funds established for the Representative Teams accounts;
 - j) carry out duties as directed by the Treasurer;
 - k) in the absence of the Treasurer, act as the Treasurer.
- iii) The **RECORDER** shall:
- a) ensure that all score sheets are completed with the time, date, court and names of both teams and umpires, and available for collection before the first senior timeslot;
 - b) be responsible for the collection of score sheets on each playing day;
 - c) check all score sheets to see that they meet the Association's requirements;

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- d) forward any disputed score sheets to the Discipline Convenor within forty-eight (48) hours;
 - e) deduct points for:
 - i) teams fielding any unregistered player;
 - ii) failure to meet team requirements with regards to completion of the score sheets or other duties as required;
 - f) place progressive point scores on the notice board weekly and provide the Umpires Convenor with same;
 - g) keep records of point scores and furnish the Secretary with same;
 - h) maintain an annual record of results of all competitions conducted by the Association;
 - i) act as Convenor of the Recorders Sub-Committee.
- iv) The **PUBLIC RELATIONS OFFICER** shall:
- a) act as the Convenor of the Social Sub-Committee;
 - b) arrange for fixtures to be published as required;
 - c) handle promotion of the sport within the boundaries of the Association;
 - d) facilitate knowledge and understanding of the sport in the community at large;
 - e) prepare and disseminate press releases where necessary;
 - f) be responsible for the organisation of the Association's social functions;
 - g) be responsible for the preparation and distribution of the Association's newsletter;
 - h) be responsible for all aspects of marketing and purchasing for the Association;
 - i) be responsible for the ordering, receipt and distribution of publications (except umpiring and coaching publications) on behalf of the Association;
 - j) be responsible for the organisation of all fundraising activities for the Association.
- v) The **CARNIVAL CONVENOR** shall:

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- a) co-ordinate the advertisement of upcoming netball carnivals within the Association;
 - b) co-ordinate the entry of Association teams into such carnivals;
 - c) organise and conduct any carnivals the Association may itself hold;
 - d) perform such other duties as directed by Council from time to time.
- vi) The **FUNDRAISING/SPONSORSHIP CO-ORDINATOR** shall:
- a) Co-ordinate fundraising events on a regular basis
 - b) Apply for grants or other forms of financial assistance from organisations
 - c) To secure sponsorship from private companies
 - d) To promote fundraising events in the local community
 - e) Ensure funds are properly accounted for and passed on to the treasurer
 - f) Ensure the Associations Fundraising Procedures are followed and monitored
 - g) Convene the Fundraising and Sponsorship Sub-Committee
- vii) The **CANTEEN SUB-COMMITTEE** shall:
- a) be responsible for staffing the canteen as per roster on carnival days and other special occasions;
 - b) under the supervision of the Canteen Convenor, ensure that adequate stock is purchased for Saturday competition and any special functions.
- viii) The **COACHING SUB-COMMITTEE** shall:
- a) assist the Convenor to carry out his/her functions;
 - b) perform such other duties as directed by Council from time to time.
- ix) The **FIXTURES SUB-COMMITTEE** shall:
- a) be responsible for the compilation of each season's fixtures, including any decisions as to the number of rounds to be played or the format to be used;
 - b) be responsible for the compilation of carnival fixtures;

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- c) be responsible for the organisation of the canteen roster;
 - d) assist the Convenor where possible and perform such other duties as shall be decided by Council from time to time.
- x) The **GRADING SUB-COMMITTEE** shall:
- a) be responsible for the grading of teams at the commencement of each season in accordance with the Policy for Grading;
 - b) assist the Convenor where possible and perform such other duties as directed by Council from time to time.
- xi) The **REPRESENTATIVE TEAMS SUB-COMMITTEE** shall:
- a) be responsible for organising the issue and receipt of all uniforms and equipment as well as all travel and accommodation arrangements for all representative events;
 - b) be responsible for the appointment of representative team personnel for all representative teams. These appointments are subject to approval by the Executive Committee.
 - c) perform such other duties as directed by Council from time to time.
- xii) The **RECORDERS SUB-COMMITTEE** shall:
- a) in conjunction with the Recorder, assume and allocate responsibility for all Association score sheets;
 - b) ensure that score sheets are completed with the time, date, court and names of both teams and umpires, and available for collection before the first relevant timeslot;
 - c) be responsible for the collection of all score sheets on each playing day;
 - d) check all score sheets to ensure they meet the Association's requirements;
 - e) deduct points from their allocated score sheets for:
 - i) teams fielding any unregistered player;
 - ii) failure to complete score sheets properly;
 - iii) failure to umpire.
 - f) place progressive point scores for their allocated competitions on the notice board weekly and provide

the Umpires Convenor with same;

- g) keep records of point scores for their allocated competitions and furnish the Secretary with same;

xiii) The **SELECTION SUB-COMMITTEE** shall:

- a) hold at least a current Level 1 Coaching Accreditation;
- b) meet to receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection;
- c) present the full list of nominations to the Executive Committee for ratification prior to selections
- d) select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final.
- e) consider the reports of the Managers, Coaches and Captains of the previous year in making selections. These reports are to be treated as confidential and returned to the Vice-President within seven (7) days of the first meeting of the Selection Sub-Committee;
- f) accept for consideration recommendations from the relevant coach prior to final selection;
- g) advise the Executive Committee and the relevant coach of the final team selection prior to its announcement;
- h) select players to fill cover positions should any vacancy arise in any representative teams. These players will not be announced on the day of selection.
- i) perform such other duties as shall be decided by Council from time to time;

xiv) The **SOCIAL SUB-COMMITTEE** shall:

- a) be responsible for organising the end-of-season functions and any other function throughout the season;
- b) assist the Convenor where possible and perform such other duties as directed by Council from time to time.

xv) The **UMPIRES SUB-COMMITTEE** shall:

- a) assist the Umpires' Convenor to carry out her or his duties;
- b) perform such other duties as shall be decided by Council from time to time.

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- xvi) The **FUNDRAISING/SPONSORSHIP COMMITTEE** shall:
 - a) co-ordinate the fundraising activities of the Association;
 - b) assist the Fund/Raising Sponsorship convener where possible and perform other duties as directed by Council from time to time

7. ADMINISTRATION

a) **FINANCE**

- i) The funds of the Association shall be derived from annual Membership fees, other fees and donations, and, subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.
- ii) The main banking accounts of the Association shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary, Treasurer or another nominated member from the Executive Committee.
- iii) The banking accounts of the Representative Teams shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary, Treasurer or another nominated member from the Executive Committee.
- iv) The Financial Year of the Association shall commence on 1 October and end on 30 September of each year.
- v) The current bank statements/pass books shall be tabled at each meeting of Council, together with a written financial report.
- vi) The books of the Association shall be audited each year by a qualified person who is not a member of the Association.
- vii) An audited balance sheet shall be presented to each Annual General Meeting.
- viii) All New South Wales Netball Association Ltd fees shall be paid by the due date.

b) **COMMON SEAL**

- i) The common seal of the Association shall be kept in the custody of the Public Officer.
- ii) The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of one (1) member of the Executive Committee and of the Public Officer

(Secretary).

c) **CUSTODY OF BOOKS**

Except as otherwise provided by these rules, all records, books and other documents relating to the Association shall be kept under the custody or control of the Public Officer.

d) **INSPECTION OF RECORDS**

Any Registered Member may inspect the books of account and minute book of the Association at any reasonable time.

e) **EFFECT OF, AND ALTERING THIS CONSTITUTION**

i) Effect of Constitution

This Constitution will have effect as a contract:

- (a) between the Association and each Member;
- (b) between a Member and each other Member,

pursuant to which each Member agrees to accept the provisions of this Constitution, and comply with those provisions, so far as they apply to that Member.

ii) Altering the Constitution

This Constitution may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting at an Annual General Meeting or Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.

Any alteration made to the Constitution of the Association shall be forwarded to the New South Wales Netball Association Ltd within twenty-eight (28) days of the meeting at which such alteration was made.

f) **ENFORCEMENT OF THE CONSTITUTION**

- i) The Executive may delegate its powers to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and Procedures, and upon any complaint made to it of misconduct detrimental to the policy, interest or welfare of the Association by any team or member to whom this Constitution and/or Procedures apply.

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- ii) The Executive may fine, caution, expel or suspend from membership for a period of time as it thinks fit, any affiliated teams or members who shall willfully infringe any provision of the Constitution and/or Procedures of the Association or who shall, in the opinion of the Executive be guilty of conduct unbecoming of a team or member, or prejudicial to the interest of the Association. Where such matters are to be considered by the Executive, the team or member concerned shall be notified in writing at least seven (7) days before such meeting and invited to be present at the meeting. Before any such resolution is passed at the meeting, the team or member concerned shall have an opportunity of giving, orally or in writing, any explanation or defence the team or member considers appropriate.
 - iii) If a Junior member is summoned to appear, they may have a parent or legal guardian present.
 - iv) The Disputes Committee shall comprise the President or another member of the Executive Committee, a representative from two (2) teams that are not involved in the dispute, plus one (1) other member appointed by the President or Vice President, and any other such person as the Executive shall determine from time to time.
 - v) The Disputes Appeal Committee shall comprise three (3) members of the Executive Committee or three (3) members of the association, or a combination of three (3) from the Executive and association members, appointed by the Executive Committee, who were not involved in the Disputes Committee hearing, and such other persons as the Council shall determine from time to time.

g) DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.

On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the New South Wales Netball Association Ltd to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.

8. POLICIES OF THE ASSOCIATION

Refer to the Associations relevant Procedures