



**Southern Highlands Netball
Association INC.**

CONSTITUTION

CONSTITUTION

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CONSTITUTION

1. GENERAL

a) *DEFINITIONS*

For the purposes of this Constitution,

'Affiliated Club' means any club (comprising one or more teams) which has paid the prescribed annual affiliation fee to the Association;

'Association' means the Southern Highlands Netball Association Inc. also referred to as SHNA;

'Club Delegate' means a duly appointed representative of an Affiliated Club of the Association;

'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 Southern Highlands Netball Association Inc.

d) *COLOURS*

The Association's colours shall be Red, White and Black

e) **ASSOCIATION LOCATION**

The Association office and facilities are located at Netball Courts and Clubhouse, Eridge Park, Burradoo. 2576

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 Affiliated Clubs 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;

The objects of the Association may only be altered in accordance with Clause 6.e) below.

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;
- 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 of an Affiliated Club 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 of an Affiliated Club 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 up to 17 years of age at 31 December in the year of play.
 - iii Net---Set---Go Players, who shall be aged not younger than 4 years to 10 years of age 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) ceases to be financial under Clause 2 c,iv. below; or
 - d) is expelled from the Association under the authority of Section 7, below and in accordance with the Member Protection Policy.
 - e) Resigns that membership

b) *LIFE MEMBERSHIP*

- i) Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period of service as the Council deems appropriate.

- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the meeting at which such nominations will be considered.
- 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 of the Association may register as a member through the Association without having to register with an Affiliated Club.
- v) 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.
- vi) A Life Member must be an active member to retain full voting rights e.g. attendance at a minimum of three (3) Council meetings during the previous year or carrying out functions within the Association on a regular basis.
- vii) 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 Section 7 below and in accordance with the Member Protection Policy.

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 the Annual 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) A Life Member of the Association may register as a member through the Association without having to register with an Affiliated Club.
- v) Any outstanding fines to the Association must be paid before a Club may be eligible to participate in semi finals, finals and / or Grand finals.
- vi) Fees for Life Members of the Association shall be paid by the Association.

d) REGISTER OF MEMBERS

- i) The Secretary of the Association shall also hold the position of Public Officer for the Association
- ii) 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 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.

f) AFFILIATION OF CLUBS

In order to become affiliated with the Association, clubs must:

- i) Consist of one or more teams comprising Registered Members of New South Wales Netball Association Ltd.
- ii) Pay an annual affiliation fee as determined by the Council at the Annual General Meeting each year.

g) CLUB DELEGATES

- i) Affiliated Clubs shall each have the right to nominate two Club Delegates to the Council. Club Delegates must be a member of the relevant club and will be re/appointed by the Club each year
- ii) The Secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of Club Delegates at least seven (7) days prior to the first meeting of Council each year.
- iii) An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in his or her place at any time.
- iv) A vacancy shall be deemed to have occurred in respect of any Club Delegate who has, without leave of Council, failed to attend three (3) consecutive Council meetings.
- v) Any such vacancy shall be filled by a nominee of the Affiliated Club whose Club Delegate has caused the vacancy.
- vi) Where an Affiliated Club does not have the required number of Club Delegates (2 per club) in attendance at any meeting of Council, that club will be liable to a penalty which will be set by Council from time to time unless.
- vii) the Affiliated Club has LESS than three teams where only one delegate is required.
- viii) At each meeting all Club Delegates present shall sign an attendance book and shall state the club that she or he represents at that meeting.
- ix) A Club Delegate may represent one club only at any meeting.

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 thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum (the smallest number of people) for ordinary Council meetings shall consist of half (1/2) the total number of the

Association's Executive Committee members plus one, and Club Delegates representing at least one-third (1/3) of the Affiliated Clubs. A quorum for Executive Committee meetings shall consist of half (1/2) of the total number of the Executive Committee plus one.

- iv) If no quorum is present thirty (30) 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 and to the Secretary of each Affiliated Club.
- 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.
- viii) Voting by proxy at any meeting of the Association shall be allowed provided the secretary of the association is notified 7 days prior to the meeting.
- x) Meeting procedure shall be further guided by Clause 5. d) Standing Orders as defined in the New South Wales Netball Association Ltd Constitution.
- xi) Meetings will be called by the Secretary. Notification shall be given to Clubs no less than one (1) week prior to the meeting
- xii) Where possible notice of motions shall be published and circulated to Clubs one (1) week prior to the Annual General Meeting. Motions raised during meetings will be tabled and voted on at the meeting.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held in November of each year.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) nominated Club Delegates from each Affiliated Club.

- 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, Life Member, Club Delegate and the Secretary of each Affiliated Club.
- iv) A copy of the Association's Annual Report and the audited balance sheet shall accompany such notice.
- v) A quorum for an Annual General Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and at least one-third (1/3) of the Club Delegates.
- vi) 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) Such other business as the meeting thinks fit;
 - e) Election of Office Bearers.
- vii) The following Office Bearers shall be elected and shall form the Executive Committee:
 - President
 - Vice President;
 - Secretary;
 - Treasurer;
 - Registrar;
- vii) The following Office Bearers shall also be elected as the leaders of the corresponding sub-committees and who are required to report to the Executive Committee at scheduled meetings .
 - Umpires Convenor/Co-ordinator;

Coaching Convenor/ Co-ordinator

Representative/Selection Convenor/ Co-ordinator;

Match/ Competition Convenor/ Co-ordinator

viii) The following Office Bearers may also be elected

NetSetGO! Coordinator

Minute Secretary;

Assistant Treasurer;

Public Relations Officer;

Canteen Co-Ordinator;

BBQ Co-Ordinator;

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

Qualifications shall accompany each nomination.

x) 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.

xi) Current Office Bearers shall be eligible for re-election.

xii) The President, Secretary or Treasurer of the Association shall not hold the position of President, Secretary or Treasurer of an Affiliated Club.

xiii) No person shall be elected to more than one (1) position as an Office Bearer.

xiv) Not more than **two (2)** members of the Executive Committee shall be members of any one Affiliated Club.

xv) Office Bearers 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:

xvi) 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.

- xvii) 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.
- xviii) Notice of motions shall be published and circulated to Clubs one (1) week prior to the Annual General Meeting.
- xix) Postal votes will be accepted from registered members where provided in writing prior to the commencement of the meeting.

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-third (1/3) of the members of Council.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii) Not less than twenty-one (21) days' written notice shall be given to members of Council and to the Secretary of each Affiliated Club, 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 plus one, and Club Delegates representing at least one third (1/3) of the Affiliated Clubs.

5. ORGANISATIONAL STRUCTURE

a) COUNCIL

- i) The Council shall consist of:
 - a) the Office Bearers of the Association;
 - b) Life Members;
 - c) two (2) Club Delegates from each Affiliated Club.
- 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.***
- 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;
 - 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; to enter into guarantees of indebtedness on behalf of any Affiliated Club; 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;
 - f) 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
 - g) 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) to ensure that the Secretary of the Association forwards to the registered office of the New South Wales Netball Association Ltd., on or before April 1 in each year, a list

showing the names and addresses of existing members of the New South Wales Netball Association Ltd. together with the names and addresses of new applicants for New South Wales Netball Association Ltd. membership, who have paid their annual fees:

- h) to submit supplementary lists with the names and addresses of new members of New South Wales Netball Association Ltd., be forwarded monthly to the registered office of the New South Wales Netball Association Ltd.;
- i) all such lists shall differentiate between classes of members;
- j) each list shall be accompanied by a cheque to cover the total payable as fees by the persons so listed;
- k) upon receipt by New South Wales Netball Association Ltd. of each list and payment of the fees for the persons whose names appear thereon, those persons shall be deemed to have renewed their membership until 1 January next.

c) *INCOME AND PROPERTY*

i) Application

The Association's 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

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 as long as not more than **two (2)** members of the Executive Committee are members of any one Affiliated Club:

President;

Vice-President

Secretary;

Treasurer;

Registrar;

- ii) The following Office Bearers shall also be elected as long as clause i) above has not been breached. If so, they will be elected as leaders of the corresponding sub---committees and who are required to report to the Executive Committee at scheduled meetings.

Umpires Convenor/Co-ordinator;

Coaching Convenor/ Co-ordinator;

Representative/Selection Convenor/ Co-ordinator;

Match/ Competition Convenor/ Co-ordinator;

- iii) 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.
- iv) 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.
- v) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- vi) 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).
- vii) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

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 NewSouth Wales Netball Association Ltd.

f) SUB-COMMITTEES –

- i) **The following Sub---Committees may be elected at the Annual General Meeting each year:**
 - a) **Canteen (comprising four (4) members plus the Canteen Convenor);**
 - b) **Coaching (comprising six (6) members plus the Coaching Convenor);**
 - c) **Carnival (comprising six (6) members plus the Carnival Convenor)**
 - d) **Fixtures (comprising six (6) members plus the Fixtures Convenor);**
 - e) **Grading (comprising six (6) members plus the Grading Convenor);**
 - f) **Grounds (comprising six (6) members plus the Grounds Convenor);**
 - g) **Representative Teams (comprising six (6) members plus the Representative Convenor (as Convenor)) as well as the Assistant Treasurer,**
 - h) **Recorders (comprising four (4) members plus the Recording Convenor);**

- i) **Selection (comprising six (6) members plus the Selection Convenor);**
- j) **Social (comprising four (4) members plus the Public Relations Officer (as Convenor));**
- k) **Umpires (comprising four (4) members plus the Umpires Convenor (as Convenor)).**
- iii) Members of Sub---Committees shall be Registered Members of the Association.
- iv) 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.
- v) No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Sub---Committees.
- vi) The President, Secretary and Treasurer shall be ex officio members of all Sub---Committees with the exception of the Selection Sub---Committee.
- vii) 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.
- viii) The first meeting of each Sub---Committee shall, if possible, be held within fourteen (14) days of its appointment.
- ix) The Council may, from time to time, appoint such additional Sub---Committees as it thinks fit and define the functions thereof.
- x) Casual Sub---Committees may be appointed by Council from time to time to fulfil a particular function.
- xi) 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.
- xii) Members of Sub---Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
- xiii) Each Sub---Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.
- xiv) 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;
- 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 Affiliated Clubs;
 - f) maintain a register of Council and Proxy delegates' names and addresses;
 - g) be responsible for correspondence and issue notices as required;
 - h) prepare an administration report for presentation at the Annual General Meeting;
 - i) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
 - j) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
 - k) be responsible for the presentation of the Executive Committee report to Council;
 - l) prepare and submit applications for State or other grants;
 - m) issue an official order to any person authorised to purchase on behalf of the Association.
 - n) 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;

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- 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;
 - g) keep a record of National badged umpires and district badged umpires within the Association;
 - h) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;
 - i) research and institute methods of encouraging and improving umpiring within the Association;
 - j) arrange umpiring assistance to clubs as requested;
 - k) be responsible for the distribution of relevant information regarding umpiring, including notice of umpires accreditation theory requirements;
 - l) ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings.
 - m) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - n) 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 clubs as requested;
 - e) be responsible for the distribution of relevant information regarding coaching;
 - f) organise and conduct the Association's Net set go programme;
 - g) ensure that in her or his absence a representative appointed from the Coaching Subcommittee 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:
- 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 by the appropriate Club Executive member and include them, together with the date, 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, CO---ORDINATORS AND SUB---COMMITTEES –*

- i) The **NetSetGO! Co-ordinator** shall:
 - a) Be the first point of call for all ANZ NetSetGO enquiries and distribute all marketing collateral.
 - b) Administer player registration process.
 - c) Recruit and manage ANZ NetSetGO coaches and volunteers and ensure coaches have the necessary Working with Children Check.
 - d) Order and distribute participant packs.

- ii) 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;

- 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;
 - h) carry out such duties as the Secretary may direct.
- iii) The **ASSISTANT TREASURER** shall:
- a) be a member of the Representative Teams SubCommittee
 - 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.
- iv) 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;

- 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.
- v) 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.

- vi) The **CARNIVAL CONVENOR** shall:
 - 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.

- 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;
 - 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 **GROUNDS SUB-COMMITTEE** shall:
 - a) be responsible for the maintenance of the building and grounds;
 - b) inspect the courts to establish if fit for play, as a first priority taking into account the Association's duty of care to its members;
 - c) have the power to speak to any person on the grounds in relation to litter in accordance with Local Council Ordinances;
 - d) assist the Convenor where possible and perform such other duties as directed by the Council from time to time.

- xii) 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.

- xiii) 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;
- xiv) 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;

- xv) The **SOCIAL SUB-COMMITTEE** shall:
 - a) be responsible for organising the end-of-season functions and any other function throughout the season;

 - b) co-ordinate the fundraising activities of the Association;

 - c) assist the Convenor where possible and perform such other duties as directed by Council from time to time.

- xvi) 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.

7. DISCIPLINE

a) *DISCIPLINE*

- i) The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested in the Council.

- ii) The Council shall hold the power 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.

- iii) The Council shall vest responsibility for any complaint made to it of misconduct by any Registered Member on the premises of the Association or as a representative of the Association in the Executive Committee and the Discipline Sub-Committee. Such a complaint need not be lodged by a Registered Member.

- iv) The Council or its delegate may reprimand, impose a bond upon, fine, suspend or expel from membership for such period as it thinks fit any Registered Member to whom this Constitution applies. This

power shall automatically be vested in the Executive Committee and the Discipline Sub---Committee.

- v) The Executive Committee may, at its discretion, refer such a matter to the Discipline Convenor.
- vi) The Discipline Convenor shall deal with a referred matter according to the procedures set out in the Disciplinary Proceedings Policy.
- vii) The Executive Committee itself shall refrain from censuring any individual Registered Member in relation to a complaint. The Executive Committee may, however, issue generalised conduct warnings to all teams.
- viii) A Registered Member against whom disciplinary action of any form is taken shall have the right of appeal in writing within seven (7) days of the date of notification of such disciplinary action to be taken. Any such appeal shall be directed to, and determined by, the Appeals Sub---Committee in accordance with the relevant Policy.
- ix) Resolution of disputes between members and between members and the Association shall follow the procedures outlined by NNSW in Part C – Complaint Handling Regulation of the Member Protection policy

8. 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 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 or Treasurer

- iv) The Financial Year of the Association shall commence on 1 September and end on 31 August of the following 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.
- ix) 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 affiliated Club of the Association;
- (b) between the Association and each Member;
- (c) 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 and 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) **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.

9. POLICIES OF THE ASSOCIATION

a) *Grading*

b) *Selection*

c) *Competition*

d) *Representative teams*

e) *Member Protection*

Adoption of New South Wales Netball Association Ltd Member Protection Policy and all procedures outlined therein relating to the conduct of Tribunals of the Association



Constitution Adopted at SHNA Annual General Meeting held on 4 November
2016 at Mittagong RSL