

QUEANBEYAN NETBALL ASSOCIATION INC CONSTITUTION

1. GENERAL

- a) Definitions
- b) Interpretation
- c) Title
- d) Colours
- e) Headquarters
- f) Boundaries
- g) Objects
- h) Patron

2. MEMBERSHIP

- a) Ordinary Membership
- b) Life Membership
- c) Membership Fees and Miscellaneous Fees
- d) Register of Members
- e) Members' Liability
- f) Affiliation of Clubs
- g) Club Delegates

3. MEETINGS

- a) Council Meetings – General Procedure
- b) Annual General Meeting
- c) Special Council Meetings

4. ORGANISATIONAL STRUCTURE

- a) Council
- b) Powers of Council
- c) Executive Committee
- d) Sub-Committees

5. DUTIES

- a) Duties of Executive Committee
- b) Duties of Executive Committee Members
- c) Duties of Office Bearers, Convenors and Sub-Committees

6. ADMINISTRATION

- a) Finance
- b) Common Seal
- c) Custody of Books
- d) Inspection of Records
- e) Alterations to Constitution and Policies of the Association
- f) Dissolution of the Association

7. PANELS AND TRIBUNALS

- a) Appointments
- b) Delegation of responsibilities
- c) Quorum for meetings

8. CONFIDENTIALITY
- a) Maintain Confidentiality

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution

'Affiliated Club' means any club (comprising one or more teams) which has paid to the Association the affiliation fee as part of their registration fee;

'Association' means the Queanbeyan Netball Association Inc; **'Council'** means a meeting of Office Bearers, Life Members and Delegates from Affiliated Clubs;

'Club Delegate' means a duly appointed representative of an Affiliated Club of the Association entitled to attend and vote at the Annual General Meeting, an Extra Ordinary Meeting and General Meetings 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;

'Registered Member' means any ordinary member who is financial, life member or Honorary of the Association;

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

'Intellectual Property' means all rights or goodwill subsisting incopyright, business names, names trademarks (or signs) logos, designs, patents or service marks (whether registered or registrable) relating to the Association or any event, competition or activity of or conducted, promoted or administered by the Association.

'Netball NSW/Netball Australia' means the organizations existing from time to time for the promotion, regulation and control of netball throughout NSW/Australia

'Observer' means an individual member who attends a general meeting of the Association but is not a club delegate or other member of council and has not rights to participate in the business of the meeting or vote at the meeting

'Seal' means the common seal of the Association

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 Queanbeyan Netball Association Inc.

d) COLOURS

The Association's colours shall be maroon, gold and white

e) ASSOCIATION LOCATION

The Association office and facilities are located at Steve Mauger Sportsground, Thornton Road, Queanbeyan NSW 2620

f) BOUNDARIES

- i) The local government areas of the Queanbeyan City Council and Palerang Shire Council.
- ii) 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 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) 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;
- vii) to be a court of appeal in the case of an unresolved discipline matter or dispute connected with Netball within the area controlled by the Association.

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

h) PATRON

- i) The Association may from time to time appoint one or more Patrons.
- ii) 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. 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 associated 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 registration fee to their Club Treasurer or Registrar;
 - c) Individual members of an Affiliated Club upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 13 years of age or over at 31 December in the year of play.
 - ii. Intermediate Players, who shall be aged 13 to 17 years of age at 31 December in the year of play.
 - iii. Junior Players, who shall be aged 8 to 12 years of age at 31 December in the year of play.
 - iv. Net Set Go Players, who shall be aged 7 years of age or under at 31 December in the year of play.
 - v. Membership shall also include non-players, including, but not limited to, coaches and umpires.
 - vi. 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) iii) below; or
 - c) is expelled from the Association under the authority of Clause 7.

b) LIFE MEMBERSHIP

- i) An Individual member may be elected Life Member of the Association in recognition of outstanding service to the Association over a minimum period of not less than ten years service in accordance with this clause 2 b) and any such policy relating to the awarding of Life Membership as may be in place at the time.
- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the AGM meeting at which such nominations will be considered by the panel for recommendation. The panel shall consist of the executive and two active life members and then put to Annual General Meeting.
- 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 shall have full voting rights.
- v) 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 Clause 7 d).

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 Second Meeting following the Annual General Meeting each year.
- ii) All Registered Members of the Association will be financial members between 1

January to 31 December (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.

d) REGISTER OF MEMBERS

- i) The Public Officer 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.
- ii) 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 Queanbeyan Netball Association Inc.
- ii) Pay an annual affiliation fee as determined by the Council at the first meeting following the Annual General Meeting each year.

g) CLUB DELEGATES

- i) Each Affiliated Club shall have the right to nominate members as Club Delegates to the Council.
- ii) A nominated delegate from club/teams are entitled to one vote each, i.e. if the club fields, senior and junior teams, then that club is entitled to be represented by two delegates and is entitled to two votes. In the case of a single team or club comprised solely of junior or senior teams, these teams or clubs shall be entitled to one vote.
- iii) 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.
- iv) An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in his or her place at any time.
- 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 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.
- vii) 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.
- viii) A Club Delegate may represent one club only at any meeting.

3. MEETINGS

a) COUNCIL 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 for ordinary Council meetings shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Nominated Club Delegates representing at least one-quarter (1/4) 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) Matters 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) There shall be no voting by proxy except where a Convenor authorises a Sub-Committee member to attend a meeting at which she or he is eligible to vote in her or his place.
- ix) Meeting procedure shall be further guided by Clause 6. e) Standing Orders as defined in the Queanbeyan Netball Association Inc Constitution.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held on the last Monday in October each year.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and 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 Bearers, Life Member, Club Delegate and the Secretary of each Affiliated Club.
- iv) A copy of the Association's 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) 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; ;
Umpires Convenor;

Coaching Convenor;

viii) The following Office Bearers shall also be elected:

Junior Chairperson;
Senior Chairperson;
Registrar;
Assistant/Minute Secretary;
Representative Convenor;
Public Relations Officer;
Carnival Convenor.
Members Protection Officer

ix) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of the Association.

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

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

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

xiii) Not more than three (3) members of the Executive Committee shall be members of any one Affiliated Club at the time of the AGM

xiv) 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:

xv) 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.

xvi) 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) Extra Ordinary COUNCIL MEETINGS

i) Extra Ordinary Council Meetings shall be called by the Secretary:

- a) at the direction of the President;
- b) upon receipt of a request 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 Nominated Club Delegates.

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. See AGM

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.

4. ORGANISATIONAL STRUCTURE

a) COUNCIL

- i) The Council shall consist of:
 - a) the Office Bearers of the Association;
 - b) Life Members;
 - c) Nominated Club Delegates from each Affiliated Club.
- ii) The Council shall meet at least *four (4)* 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 April and September 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 (if required);
 - f) Correspondence and business arising;
 - g) Reports:
 - Treasurer;
 - Senior Chairperson
 - Junior Chairperson
 - Umpires Convenor;
 - Coaching Convenor;
 - Any other reports as required, i.e. Panels, delegates to other organisations.
 - (h) 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;
 - 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) to ensure that the Assistant 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 December 31 next.

c) EXECUTIVE COMMITTEE

- i) The Executive Committee shall consist of the following voting members: President; Vice-President Secretary; Treasurer; Umpires Convenor; Coaching Convenor.
- 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) A quorum shall consist of half the number of Executive Committee members plus one (1)
- 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 3 b) xvii).
- vii) The first duty of a member of the Executive Committee shall be to an Association function as opposed to a club function.

d) Panels

- i) The following Panels shall be elected at the Annual General Meeting each year:
 - a) Coaching (comprising two (2) Members plus the Coaching Convenor);
 - b) Carnival (comprising four (4) Members plus the Carnival Convenor);
 - c) Grading (comprising two (2) Members plus the Junior and Senior Chairperson and Coaching Convenor);
 - d) Grounds (comprising four (4) Members plus the Grounds Convenor);
 - e) Social (comprising four (4) Members plus the Public Relations Officer (as Convenor));
 - f) Umpires (comprising two (2) Members plus the Junior and Senior Umpires Convenor).
- iii) Members of Panels must 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 Panels 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 Panels.
- vi) The President, Secretary and Treasurer shall be ex officio members of all Panels with the exception of the Selection Panels.
 - vii) With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Panels.
 - viii) The first meeting of each Panel shall, if possible, be held within fourteen (14) days of its appointment.
 - ix) The Council may, from time to time, appoint such additional Panels as it thinks fit and define the functions thereof.
 - x) Casual Panels may be appointed by Council from time to time to fulfill a particular function.
 - xi) Nominations for any Panel 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 Panels shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
 - xiii) Each Panel 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 Sub-Committee within fourteen (14) days of each meeting;
 - d) submit reports for consideration by the Executive Committee and/or Council as required.

5. DUTIES

a) 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 Panel The Selection Panel 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.

b) 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 Discipline Panel.

- 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 Appeals Panel convened as required.

- iii) The **SECRETARY** shall:
 - a) act as the Public Officer of the Association; and have custody of the Common Seal and record usage.
 - b) ensure that the Association complies with its statutory obligations under any relevant laws and regulations.
 - c) ensure that the Association maintains the required statutory records including membership registers, the requisite retention of documents and records and completion and lodgment of statutory forms/returns and report under relevant legislation and requirements
 - d) The Secretary shall ensure adherence with the Association Constitution and prepare a governance/policy manual for the Executive and Association.
 - e) must cause minutes of all meetings specified to be promptly circulated and be post on the web
 - f) may with the consent of the Executive, delegate the role of drafting minutes of meetings to another person but must sign-off on all such records of the Association.

- 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) issue accounts as required;
 - i) issue a written authorisation to any person required to purchase on behalf of the Association;
 - j) submit a written financial report to each Council meeting;
 - k) pay the annual New South Wales Netball Association Ltd fees by the due date;
 - l) 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' Panels;
 - c) organise and arrange the coaching and grading of umpires where necessary;
 - d) Encourage aspiring and current umpires to undertake the Section 1 Online Exam.
 - e) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;

- f) keep a record of National badged umpires and district badged umpires within the Association;
 - g) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;
 - h) research and institute methods of encouraging and improving umpiring within the Association;
 - i) arrange umpiring assistance to clubs as requested;
 - j) be responsible for the distribution of relevant information regarding umpiring;
 - k) ensure that in her or his absence a representative appointed from the Umpires Sub-Committee attends Council meetings.
 - l) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - m) be responsible for the organisation of umpiring courses to be conducted at the Association.
- vii) The **COACHING CONVENOR** shall:
- a) be the holder of at least a Development Coaching Accreditation;
 - b) be the convenor of the Coaching Panel;
 - 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 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.

DUTIES OF OFFICE BEARERS, CONVENORS AND PANELS

- i) The **JUNIOR/SENIOR CHAIRPERSON** 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 Executive within forty-eight (48) hour
 - e) place progressive point scores on the notice board weekly and provide the Umpires Convenor with same;
 - f) keep records of point scores and furnish the Secretary with same;
 - g) maintain an annual record of results of all competitions conducted by the Association;
 - h) Act as Convenor of the Grading Panel
 - l) Complete the draw and release the fixture of the Junior /Senior competition
- ii) The **ASSISTANT/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 Panel 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.

iii) The **ASSISTANT TREASURER** shall:

- a) be a member of the Representative Teams Panel
- 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 **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 Panel 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:

- a) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms;
- b) delete from the registration form the names of those players who have been granted Association permission to deregister from a team.

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 **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 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.
- 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 the draw and fixtures for any carnivals the Association may hold;
 - d) perform such other duties as directed by Council from time to time.
- viii) The **COACHING Panel** 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 **CARNIVAL-Panel** shall:
- a) assist the convenor to carry out his/her functions.
 - b) assist the convenor in the advertising, organising and running of any carnivals in the association.
 - c) assist the convenor in the advertisement of upcoming carnivals and the entry of association teams in these carnivals
- x) The **GRADING Panel** 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 Junior/Senior Chairpersons where possible and perform such other duties as directed by Council from time to time.
- xi) The **GROUND'S Panel** 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 behavior,
 - d) assist the Convenor where possible and perform such other duties as directed by the Council from time to time.
- xiii) The **REPRESENTATIVE TEAMS Panel** 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;

xv) The **SOCIAL Panel** 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 Panel** 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.

6. 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, Vice President, Secretary or Treasurer.
- 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 and Assistant Treasurer.
- iv) The Financial Year of the Association shall commence on January 1 and end on December 31 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.
- ix) No Office Bearer of the Association shall be entitled to receive remuneration for any services as such.

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. The financial records to be under the custody or control of the Treasurer

d) INSPECTION OF RECORDS

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

e) ALTERATIONS TO THE CONSTITUTION AND POLICIES OF THE ASSOCIATION

- i) This Constitution, and the Policies of the Association 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.
- ii) Any alteration made to the Constitution or Policies 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

- i) 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.
- ii) 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.

7. Panels and Tribunals

a) Appointment

- i) The executive may from time to time appoint panel and tribunals to carry out such duties and functions and to exercise such responsibilities as the executive determines.
- ii) Such panels and tribunals may consist of Members and Executive of the Association and others who may be co-opted for the purpose to give advice.
- iii) The Executive may disband a panel or tribunal as it sees fit.

b) Delegation of responsibilities

The Executive may at their discretion delegate to any panel or tribunal such of their responsibilities as they are not expressly prohibited from delegating for such time and subject to such conditions, and restrictions as they may think expedient, and either collaterally with or to the exclusion of the responsibilities of the executive in that behalf, and may at any time revoke or vary any of such delegated powers.

c) Quorum for meetings

The quorum for panel and tribunal meetings, will be determined by the panel/tribunal, but will be no less than the majority of the total number of panel/tribunal members.

8. Confidentiality

a) Maintain Confidentiality

All Executive and Members must maintain the confidentiality of the Association information and must not disclose any Association information to any person except:

- i) With prior written consent of the Executive
- ii) To the executive and the professional advisors of the Association
- iii) If applicable as required by law, after first consulting the Association about the form and content of the disclosure
- iv) To Netball NSW and Netball Australia but only to the extent those disclosures are required by policies agreed between the Association and Netball NSW and Netball Australia from time to time.