

LISMORE AND DISTRICT NETBALL ASSOCIATION INCORPORATION

CONSTITUTION

Association Logo to go here

LISMORE AND DISTRICT NETBALL ASSOCIATION NETBALL ASSOCIATION INCORPORATED 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) Meetings – General Procedure
- b) Annual General Meeting
- c) Special Council Meetings

4. ORGANISATIONAL STRUCTURE

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

5. DUTIES

- a) Duties of Executive Committee Members
- b) 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 the Constitution, By Laws and Policies
- f) Dissolution of the Association
- g) Duty of Care
- h) Membership Protection Information Officer
- i) Returning Officer
- j) Representative Coaches
- k) Standing Orders

7. BY LAWS OF THE ASSOCIATION

8. POLICIES OF THE ASSOCIATION

- a) Grading
- b) Selection
- c) Competitions
- d) Representative teams
- e) Other

9. ADOPTION OF NEW SOUTH WALES NETBALL ASSOCIATION LTD POLICIES

- a). **PREGNANCY POLICY**
- b) **MEMBER PROTECTION POLICY**
- c) **PRIVACY POLICY**

10. APPENICES OF THE ASSOCIATION

All forms and criteria of awards etc will be included here

LISMORE AND DISTRICTS NETBALL ASSOCIATION INCORPORATED 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 Lismore and District Netball Association Incorporated;

'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 By Laws and Policies of the Association;

'New South Wales Netball Association Ltd' 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 other duly elected Office bearers.

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, By Laws and associated Policies.

c) TITLE

The name of the Association shall be the Lismore and District 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 Mackney Courts,
Ballina Road Lismore

f) **BOUNDARIES**

The boundaries shall be Lismore and district

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) adhere to and utilise 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;
- vii) to uphold and enforce the objects, rules and by laws of the Association and New South Wales Netball Association Ltd;

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. 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 By Laws and 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 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. Net Set Go Players , who shall be aged 9 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, Association Office Bearers, 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
 - c) is expelled from the Association under the authority of Clause c) iv) below.

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. Criteria appear in appendix number ()

- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the August meeting at which such nominations will be considered.

The nominees record of service must be submitted on the appropriate form 'Nomination for Life Membership' and sent to the Association Secretary

- iii) The nominations must be approved by a majority of at least two thirds (2/3) of the members present and voting at the August Council Meeting,

The Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.

- iv) Should the nomination be accepted and passed at the August Council Meeting presentation of Life Membership will take place at the Annual General Meeting

- v) 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.

- 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 Clause C) iv) below.

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 last meeting prior to 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) All applications for membership are to be made on the prescribed registration form and be accompanied by the appropriate fee for which the member is liable. All applications and fees are to be received by the Association by the date specified.

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

- 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.
- 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) 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 and 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) 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) There shall be no voting by proxy at any meeting of the Association
- ix) Meeting procedure shall be further guided by Clause 6 a) Standing Orders of this document and as defined in the New South Wales Netball Association Ltd Constitution Clause 5 d).
- x) The Council will meet at 6pm on the first (1st) Tuesday of the designated month/s. Meetings will run for no more than two (2) hours and any business not resolved shall be put on the agenda for the next Council meeting
- xi) All minutes of Council meetings including Special General Meetings and Annual General Meetings will be available on the Association web site within fourteen (14) days of such meeting.

Refer to Clause 4 of this constitution for organisation

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting (AGM) of the Association shall be held on the first (1st) Tuesday of December 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 be made available thirty (30) minutes prior to the commencement of the meeting.

- v) A quorum for an Annual General Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members, 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.
 - f) Election of members to Sub Committees
- vii) The following Office Bearers shall be elected and shall form the Executive Committee:
 - President
 - Vice President;
 - Secretary;
 - Treasurer;
 - Registrar, incorporating Tournament, Grading and Recording Convenor;
 - Representative Coordinator ;
 - Executive Assistant
- viii) The following Office Bearers shall also be elected:
 - Umpires Convenor;
 - Coaching Convenor;
 - Minute Secretary;
 - Public Relations Officer incorporating Web Coordinator;
 - Canteen Convenor;
- ix) Nominations for election to these positions 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.

Nomination forms will be available on the Association web site after the August Council meeting.

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.
- xiii) No person shall be elected to more than one (1) position as an Office Bearer unless there are insufficient candidates standing for election.
- 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.

All Association records in their entirety are to be handed to the newly elected Office Bearer within ten (10) days of the AGM. This includes all original documents and relevant copies.

- 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) No one person shall hold the same Office Bearer position for more than three (3) consecutive years unless there are no other applicants for that position.
- ixx) If after the AGM any positions remain vacant the Association Secretary shall inform in writing each of the clubs inviting nominations for the position/s. These can then be voted on at the next Council meeting
- ixx) No Office Bearer shall be entitled to remuneration for services

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, and Club Delegates representing at least one quarter (1/4) 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) 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.

Meetings will be held monthly during the competition season with flexibility at the discretion of the council.
- 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;

all correspondence received by Office Bearers including emails, diary notes etc, are to be sent to the Secretary. All correspondence is to be tabled.
- g) Reports:
 - Executive Committee;
 - Treasurer;
 - Umpires Convenor;
 - Coaching Convenor;
 - Representative Coordinator;
 - Registrar, incorporating Tournament, Grading and Recorder
 - Canteen
 - Other Officer Bearers Reports as required;
 - Sub-Committees if not included in above;
 - Delegates to other organisations;Any other reports.
- 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 promote, control and manage the interests and 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 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.
- l) to uphold and enforce the Constitution, By Laws and Policies of the Association.

c) EXECUTIVE COMMITTEE

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

President;

Vice-President

Secretary;

Treasurer;

Registrar, incorporating Tournament, Grading and Recorder;

Representative Coordinator ;

Executive Assistant:
- 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 3 b) iixx).
- vi) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

d) 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) Consider nominations for Life Membership and make recommendations to Council at the August General Meeting.
- iii) Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- iv) Approve the Association Report to be presented to the New South Wales Netball Association Ltd.

e) **SUB-COMMITTEES**

- i) _____ Nominations for election to Sub Committees must be 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.

Nomination forms will be available on the Association web site after the August Council meeting.

Qualifications shall accompany each nomination.

To be eligible for nomination as a member of a Sub Committee the nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.

Current Sub Committee members shall be eligible for re-election.

- ii) *The following Sub-Committees shall be elected at the Annual General Meeting each year and comprise of:*
- a) *Umpires (comprising three (3) members with a minimum of a National C badge plus the Umpires Convenor (as Convenor)).*
- b) *Coaching (comprising three (3) members with a minimum National Foundation Coaching Accreditation plus the Coaching Convenor(as Convenor));*
- c) *Registrar (comprising three (3) members plus the Registrar Convenor(as Convenor))*
- d) *Grading (comprising one member from each affiliated club plus the Grading Convenor(as Convenor));*
- e) *Canteen (comprising three (3) members plus the Canteen Convenor (as Convenor));*
- f) *Representative (comprising a representative from each State, State Age and State League team plus the Representative Coordinator (as Convenor))*
- h) *Selection (comprising two (2) members with a minimum National Development Coaching Accreditation and the relevant team coach. One member will act as Convenor);*
- j) *Representative Coaches Appointment Panel (comprising three (3) members; one (1) with a minimum National Development Coaching Accreditation and two (2) other experience coaches as members one member will act 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) The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection and Representative Coaches Appointment Panel 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;
 - d) submit reports for consideration by the Executive Committee and/or Council as required.

5. DUTIES

a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i) The **PRESIDENT** shall:
 - a) preside at meetings of the Association and direct where necessary.
 - b) prepare a report for presentation to the AGM
 - c) attend Sports Association meetings or appoint a delegate

- ii) The **VICE PRESIDENT** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) keep in a file all necessary Member Protection forms
 - c) act as risk audit officer
 - d) act as Insurance Officer and maintain a record of all injuries

- iii) The **SECRETARY** shall:
 - a) act as the Public Officer of the Association;
 - b) maintain a register of Life Members;
 - c) maintain a register of Registered Members;
 - d) maintain a register of Affiliated Clubs;
 - e) maintain a register of Council and Proxy delegates' names and addresses;
 - f) be responsible for correspondence and issue notices as required;
 - g) compile a report for presentation at the Annual General Meeting;
 - h) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
 - j) be responsible for the presentation of the Executive Committee report to Council;

- k) conduct such other business as directed by Council;
 - l) prepare and submit to New South Wales Netball Association Ltd nominations for State, State Age and State League Association teams, using the appropriate form by the due date.
- 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 they fall due 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.
 - 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) present invoices and cheque requisition to the second signatory for payment
 - o) copies of all payments (invoices and cheque requisitions) will be available at the next Council meeting on request

- p) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;

- v) The **REGISTRAR**: including TOURNAMENT, GRADING and RECORDER 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;
 - 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;
 - g) ensure that all score sheets are completed with the time, date, court and names of both teams and umpires if allocated, and available for collection prior to commencement of game ;
 - h) be responsible for the collection of score sheets on each playing day;
 - i) check all score sheets to see that they meet the Association's requirements;
 - j) mediate on any disputed score sheets
 - k) 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;

- iii) notify Club Secretary of any loss of points to teams
 - l) place progressive point scores in the appropriate book weekly and on the Association website in a timely manner
 - m) keep records of point scores
 - n) maintain an annual record of results of all competitions conducted by the Association;
 - o) act as Convenor of the Tournament Sub Committee, Recorders Sub-Committee and the Grading Sub Committee.
 - p) co-ordinate the advertisement of upcoming netball carnivals within the Association;
 - q) co-ordinate the entry of Association teams into such carnivals;
 - r) organise and conduct any carnivals the Association may itself hold;
 - s) in liaison with all Office Bearers prepare a yearly calendar of events for the following season and present this to the last council meeting prior to AGM. This will then be ratified at the AGM
 - t) perform such other duties as directed by Council from time to time.
 - u) be responsible for the compilation of each seasons fixtures
 - v) the competition format shall be decided by the amount of entries received each year
 - w) make available the seasons fixtures as soon as possible after grading has been finalised
- vi) The **REPRESENTATIVE COORDINATOR** shall
- a) be responsible for all business pertaining to all Association Representative Teams with the assistance of the Representative Teams Sub-committee;
 - b) be Convenor of the Representative Teams Sub-committee and as such be responsible for all aspects of the organisation of the Association Representative teams,

for example but not limited to:

- the travel and accommodation arrangements,
 - fundraising opportunities and events ,
 - ordering, receipt and distribution of uniforms to all Association Representative Teams and associated personnel,
 - obtain, record and issue any Association representative equipment including but not limited to balls and first aid to Representative Coaches and note return thereof.
 - advertising Association Representative Team selection trails
 - nominations into regional carnivals
- c) maintain records for Association Representative Team selection trails and other Representative fixtures as required
- d) set costs for all Association Representative players for the following year with an estimate available at Representative team selection trails.
- e) Advertise vacancies and call for nominations for:
- Representative Coaches Appointment Panel
 - Selectors
 - Association Representative Coaches,
 - Players for Representative teams.
 - Other Association Representative Team Officials including but not limited to Managers and Primary Carers.

To be eligible for nomination to any of the above the nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.

Nominations will be called for in advance with a clear due date and returned C/- the Association PO Box attention Returning Officer

- f) Ensure any roles and duties for Association Representative Team Coaches, other Officials and Players are advertised via the Association web site prior to calling for nominations

- g) Coordinate and distribute Code of Conducts and any other Agreements to Association Representative Team Coaches, other Officials and Players.
- h) Co-ordinate and chair the Selection Committee for Representative teams and the Representative Coaches Appointment Panel.
- i) Arrange appropriate Association Representative Team training sessions in consultation with Representative Coaches.
- j) prepare notices for Association Representative Team Players and distribute same
- k) liaise with Association Representative Team Coaches and other Officials in regards to issues as they present themselves ensuring smooth operation and open communication
- l) be a signatory on the Representative Team accounts;
- m) in liaison with Association Representative Team Managers:
 - receive all monies payable to the Association in relations to Representative Teams and issue receipts as required;
 - keep an updated record of all payments made by Association Representative Team Players
 - bank all Representative Team monies within seven (7) days of receipt;
- n) pay Representative Team accounts passed for payment and pay other Representative Team accounts as they fall due and have these ratified at the next Council meeting;
- o) send Representative Team accounts as required;
- p) be responsible for all funds established for the Representative Teams accounts and keep necessary books of account for the Representative Teams and produce them on the instruction of Council;
- q) advise the Council of all arrangements in a report to Council meetings
- r) Maintain financial records for auditing prior to AGM and prepare a report for AGM

- vii) the **EXECUTIVE ASSISTANT** shall:
 - a) assist where needed, learning about all Office Bearers positions
 - b) take on tasks as directed by the Council

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

- i) The **UMPIRES CONVENOR** shall:
 - a) be the holder of a National Umpires Accreditation;
 - b) be the Convenor of the Umpires' Sub Committee;
 - c) organise and arrange the coaching and development of umpires where necessary;
 - d) promote and encourage all umpires to complete a Section 1 Umpires Theory 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 subcommittee 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.
 - n) arrange for badging of umpires

- l) Maintain a record of coach's accreditation and update files with NSW Netball.
 - m) Encourage maximum participation of players and enhance feelings of self-confidence and self esteem with the participants, promoted through enjoyment of the sport.
 - n) Foster all aspiring athletes to Academy, State and Institute programs and encourage participation.
- iv) 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.
- v) 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) in the absence of the Secretary, act as Secretary;
 - d) carry out such duties as the Secretary may direct.
- vi) The **PUBLIC RELATIONS OFFICER including WEB COORDINATION** shall:
- a) be responsible for updating the website
 - 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 preparation and distribution of the Association's newsletter;
 - g) liaise with all office bearers and sub committees to ensure that information is available for uploading onto the web site in a timely manner
 - h) be available to Affiliated Clubs to assist them with promotion and information via the website
- vii) The **CANTEEN CONVENOR shall:**
- a) organise and order all stock for the canteen
 - b) bank all canteen takings with seven (7) days of transactions
 - c) maintain financial records of the canteen business for auditing and prepare a balance sheet for the AGM
 - d) prepare a report to Council meetings
 - e) liaise with Tournament Sub Committee on canteen roster
 - f) ensure the rules and regulations on safe food handling and other matters are complied to
 - g) maintain a record of all canteen equipment and ensure this equipment is in safe working order
- viii) The **CANTEEN SUB-COMMITTEE shall:**
- a) assist the Canteen Convenor where necessary
 - b) be responsible for staffing the canteen as per roster on carnival days and other special occasions;
 - c) under the supervision of the Canteen Convenor, ensure that adequate stock is purchased for Saturday competition and any special functions.
 - d) clean and maintain canteen area
- ix) The **REGISTRARSUB-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.
- e) in conjunction with the Registrar, assume and allocate responsibility for all Association score sheets;
- f) 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;
- g) be responsible for the collection of all score sheets on each playing day;
- h) check all score sheets to ensure they meet the Association's requirements;
- i) 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.
- j) place progressive point scores for their allocated competitions on the notice board weekly and provide the Umpires Convenor with same;
- k) keep records of point scores for their allocated competitions and furnish the Secretary with same;

- 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) assist the Representative Coordinator in matters pertaining to the duties of this position

- b) plan, prepare and review the Association representative requirements
 - b) perform such other duties as directed by Council from time to time.
- xii) The **SELECTION SUB-COMMITTEE** shall:
- a) members shall hold at least a current National Development Coaches 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 Representative Coordinator within seven (7) days of the conclusion of the relevant tournament;
 - 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;
- xiii) The **REPRESENTATIVE COACHES APPOINTMENTS PANEL (RCAP)** shall:
- a) be elected at the June Council meeting
 - b) nomination forms with criteria and closing date will be available on the Association web site,

To be eligible for nomination as a member of RCAP the nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.

- c) nominations inclusive of relevant qualifications are to be forwarded to the Returning Officer C/- the Association PO Box by the due date
- d) no coach intending to nominate for an Association Representative team in the following year may nominate for this panel
- e) consider and appoint Association Representative Team State, State Age and State League Coaches for the following year
- f) present a report to the next Council meeting

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 Treasurer, Representative Coordinator or one nominated member of the Representative Sub Committee
- iv) The Financial Year of the Association shall commence on 1 January and end on 31 December of each year.
- v) The current bank statements/ 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) ALTERATIONS TO THE CONSTITUTION , BY LAWS AND POLICIES OF THE ASSOCIATION

This Constitution, By Laws and the Policies of the Association may be altered by special resolution passed by at least two thirds (2/3) 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 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

The Association shall not be dissolved except by special resolution passed by a majority of at least two thirds (2/3) 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.

g) DUTY OF CARE

The executive are empowered to enforce the following duty of care to all members and spectators:

- a) Gates are to be kept closed at all times
- b) No smoking near or around courts – designated area is in the parking area across the drain
- c) No glass containers near or around the courts – as enforced by Lismore City Council in Hiring Agreement.
- d) No alcohol is to be consumed near or around the courts. Upstairs in clubhouse on special occasions only.
- e) Pick up area is the grassed area off Diadem Street.

These rules are for the safety and benefit of all members.

h) The MEMBERSHIP PROTECTION INFORMATION OFFICER (MPIO)

Association Mediator shall be the Membership Protection Officer as per New South Wales Netball Association Ltd Member Protection Policy

The Association Adopts the New South Wales Netball Association Ltd Member Protection Policy (MPP) in its entirety and all procedures outlined therein relating to the conduct of Tribunals of the Association

All complaints are to initially be dealt with by the individual Clubs Officials to a satisfactory resolution, unless it falls under the MPP

i) The RETURNING OFFICER

- a) will be appointed at the discretion of the Executive Committee taking into consideration any conflict of interest if and when this may arise.
- b) all nominations called for vacant positions will be mailed to the Association post office box by the due date and marked attention Returning Officer
- c) all nominations and applications will be handed unopened to the relevant Executive member or Sub Committee Convenor .

j) The REPRESENTATIVE COACHES shall

- a) to apply to be an Association Representative Team Coach the applicant must hold a National Development Coaching Accreditation for a period of one (1) year.
- b) No coach may coach the same State Age Team for more than two (2) consecutive years.
- c) Coaches cannot coach their own daughter/s at State Age Championships
- d) Association Representative Team Coaches for the following year shall be appointed prior to the August Council meeting and will be selected on experience and previous State and State Age Championship results.
- e) Nominations for State/ State Age Coaches, Assistant Coaches and Trainee Coaches for the following year are to be called for at the June Council meeting.
Nomination forms and criteria will be available on the Association web site
To be eligible for appointment as an Association Representative Team Coach the nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.
- f) A closing date will be set and all nominations with accompanying documents will be sent to the Association PO Box attention Returning Officer.
- g) the RCAP will present a report to the August Council meeting on appointments

Further Nominations for the position of Association Representative Team Managers are to be called for once all teams have been selected.

The Trainee Coach may also act as the teams Manager and this person must be over 18 years of age.

All teams may have three (3) Team Officials (e.g. Coach, Asst Coach/ Primary Carer and Trainee Coach/ Manager)
Trainee Coaches do not attend State or State Age Championships unless they hold the Managers position
- h) All Association Representative Team Officials must sign and abide by the MPP

k) STANDING ORDERS

The Chairman shall:-

- a. Make sure a quorum is present at all times throughout a meeting.
- b. Conduct the meeting in accordance with the rules.
- c. Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- d. Terminate any discussion which is not, at that time, relevant to the business before the meeting.

The chairman's ruling on all points of order and procedure shall be final unless a motion is moved, seconded and carried "That the chairman's ruling be disagreed with."

The mover may speak briefly in support of her motion and the Chairman explains why her ruling was given. The Chairman takes the vote.

All members shall raise their hand to indicate they wish to address the chair.

There shall be no limit on the number of speakers for or against a motion, providing the debate is still active, but if there is no speaker in opposition to the previous two (2) speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

Any member may move without debate that the question "now be put" and if the motion is seconded and carried by a majority vote, the motion or amendment before the meeting shall be put at once.

Any mover may move that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting, if lost, the original motion shall be put without further discussion except that the mover shall have the right of reply.

Any member may put that the motion before the chair be deferred.

A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

Upon evidence of a mistake in facts that have been presented to the meeting or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

An amendment which is a direct negative of the motion shall not be allowed.

An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise her right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment, which is carried becomes the motion and is open to further amendment.

The mover and seconder of the motion under discussion are not entitled to mover or second amendments to it. If the mover is in agreement with any proposed amendment she can accept it and may seek leave to alter the motion accordingly.

No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting. Voting on motions before the chair shall be by show of hands except that a secret ballot shall be taken if any one member requests it.

The voting on any motion shall be recorded at the request of any member.

Voting for all positions, other than sub-committees shall be by secret ballot on the ballot paper printed and distributed by the Association and shall be decided in order:

- a. For positions to which only one person is to be elected. Members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.
- b. For sub-committees or for positions to which more than one person is to be elected. One ballot shall be taken and members shall vote for the number of candidates required to fill the position or sub-committee. The candidate/s with the greatest number of votes shall be declared elected.

Moved **Leslie Kirk** **Goonellabah NC**

Seconded **Sue Ellen Innes** **Rous NC**

ADOPTION OF ALTERATIONS TO CONSTITUTION

Ratified at a Annual General Meeting
of Lismore and Districts Netball Association Incorporated
held at Lismore Workers Club
on 6th December 2011

.....

Peggy Predebon
President
Lismore and Districts Netball Association Incorporated

.....

Dianne Donovan
Secretary
Lismore and Districts Netball Association Incorporated

7. BY LAWS OF THE ASSOCIATION (are yet to be worked on)

8. POLICIES OF THE ASSOCIATION (note a) to e) are yet to be worked on)

- a) Grading
- b) Selection
- c) Competitions
- d) Representative teams
- e) Other

9. ADOPTION OF NEW SOUTH WALES NETBALL ASSOCIATION LTD POLICIES

a). PREGNANCY POLICY

By virtue of affiliation with the New South Wales Netball Association Ltd, the Association will adopt and be governed by the New South Wales Netball Association Ltd Pregnancy Policy.

b) MEMBER PROTECTION POLICY

By virtue of affiliation with the New South Wales Netball Association Ltd, the Association will adopt and be governed by the New South Wales Netball Association Ltd Member Protection Policy.

c) PRIVACY POLICY

By virtue of affiliation with the New South Wales Netball Association Ltd, the Association will adopt and be governed by the New South Wales Netball Association Ltd Privacy Policy.

Carried AGM Dec 2011

10. APPENICES OF THE ASSOCIATION (are yet to be worked on)

All forms and criteria of awards etc will be included here such as

- a) Life Membership