



CONSTITUTION

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ST. URSULAS / FATIMA NETBALL CLUB

CONSTITUTION

1. TITLE:

The name of the club shall be St. Ursula's / Fatima Netball Club (hereafter referred to as "the club").

2. COLOURS:

The club's colours shall be Bottle Green – Lime/Light Green – White/Black.

3. OBJECTIVES

(a) To represent and further the interests of all members of the club. Within the financial limitations of the club, to improve where necessary the facilities for its members to play the game of Netball and to do whatever are necessary or expedient in fostering and encouraging the game.

(b) To affiliate with and support the District Netball Association which the club participates

(c) To resolve disputes connected to Netball within the club.

4. MEMBERSHIP

The club is the controlling body for its members and its authority shall be recognised by all of its members who shall adopt and obey this constitution: -

(a) Membership Categories:-

(i) Players

Players shall be amateur and shall be eligible as defined by the constitution of the District Association of which we are affiliated. Players shall be students of the schools referred to in the title hereto. The Club may also accept applications from players outside those schools.

(ii) Honorary

Members of the Executive, Coaches, Managers and members of Sub-Committees shall be deemed honorary members and by virtue of the work performed on behalf of the club shall not be subject to membership fees. Fees applicable under Netball NSW directions will be covered by the Club

(iii) Associate

Persons who wish to join the club but do not fit into any of the other categories. Fees will be determined by the executive year to year. (See Fees, Subscriptions etc).

(iv) Life

Any person may be elected as a Life Member of the club in recognition of outstanding services to the club.

Life Members may be elected at Annual General Meetings subject to the following requirements:

- The candidate must at least 10 year membership of the club (or) must have rendered outstanding service to the club in an administrative and / or playing capacity during the majority of the candidate's membership years.
- Candidates shall be nominated by two (2) members of the Executive at least one (1) month before the AGM at which such nomination shall be considered.
- The nomination must be approved by a majority of at least two thirds (2/3) of the members present and voting at the meeting.
- The proposal of the nomination shall be notified to the members either by newsletter or by being an agenda item for the meeting.
- The Executive Committee may, by resolution pass from time to time, fix the maximum number of persons who may at any one time hold life memberships.

In very exceptional circumstances Life membership may be conferred on a deserving person by an Executive vote of $\frac{3}{4}$ of the committee, without notification of an Annual or General Meeting.

- A Life Member shall be entitled to attend all meetings and have the same rights as other members.

(v) Sponsors/Subscribers

Such a person is not a member of the club as such but is affiliated by association. A sponsor or subscriber shall be entitled to be present at a meeting. The club sponsor/subscriber shall not be entitled to propose or second any resolution or vote thereon.

5. FEES – SUBSCRIPTION ETC

The fees, subscriptions etc, to be paid by members shall be determined by resolution of the Executive Committee at the first meeting of the new playing season

6. EXECUTIVE COMMITTEE AND HONORARY POSITIONS

(a) The ballot for the election of the office bearers to form the Executive Committee shall take place at the conclusion of the business of the Annual General meeting. All positions shall be Honorary. Positions for election shall be:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Umpires' Convenor
- (vi) Coaching Co-ordinator

- (vii) Publicity Officer
- (viii) Senior Player Co Ordinator
- (ix) Junior Player Co Ordinator
- (x) NSG player Co Ordinator
- (xi) Social Co Ordinator
- (xii) Uniforms/Equipment Co Ordinator
- (xiii) Honorary Auditor
- (xiv) Public Officer

(b) Nominations for the above positions may be made to the Secretary prior to the Annual General Meeting or by nomination from the floor at the Annual General Meeting.

7. DUTIES OF OFFICE BEARERS

(a) President

The President shall:

- (i) Preside at all meetings of the club and be the spokesperson on policy matters
- (ii) Give directions where necessary
- (iii) Endeavour to ensure Financial and Administrative Policies of the Executive Committee are carried out
- (iv) Present an Annual Report in the form of a Chairperson's address to the Annual General meeting
- (v) Be the chairperson of the Disciplinary Panel

(b) Vice President

The Vice President shall:

- (i) In the absence of the President at any meeting, act as Chairperson
- (ii) In the absence of the President act as the president
- (iii) Sit on the Social Committee

(c) Secretary

The Secretary shall:

- (i) Keep a records of the all meeting minutes.
- (ii) Conduct all correspondence and general business of the club
- (iii) Forward a copy of minutes of all meetings to the Office Bearers and Life Members, as well as notice of forthcoming meetings
- (iv) Prepare a report for presentation at the Annual General Meeting
- (v) Be responsible for the entering of teams in competitions in conjunction with the Net Set Go, Junior and Senior Co Ordinators
- (vi) Maintain a register of all members

(d) Treasurer

The Treasurer shall:

- (i) Keep records of Accounts of the Club
- (ii) Submit a financial statement to each meeting of the Executive Committee and General Meetings
- (iii) Be responsible for recording and controlling all funds that may established by the club, and issue receipts as necessary

- (iv) Present the Audited Balance Sheet of the Club to the Annual General Meeting

(e) Umpires Convener

The Umpires Convener shall;

- (i) Preferably be the holder of a pass in the umpires Theory exam and a practical Umpiring Classification
- (ii) Co-ordinate all activities pertaining to the umpiring within the club, including Umpires examinations, lectures, records of Umpires results and badges awarded.
- (iii) Appoint umpires to represent the club as required
- (iv) Prepare a report for each meeting

(f) Coaching Co-ordinator

The Coaching Co-ordinator shall:

- (i) Preferably be the holder of a Coaching Accreditation Certificate
- (ii) Arrange for, or conduct, coaching lectures and clinics
- (iii) Be available to offer advise or support to team coaches as required
- (iv) Bring to the attention of the Executive all matters pertaining to coaching
- (v) Prepare a report for Executive, General and Annual General Meetings
- (vi) Be the convener of any meeting of Coaches
- (vii) Be responsible for appointing coaches to teams each season.

(g) Publicity Officer

The publicity officer shall:

- (i) Be responsible for publicizing events and advising members of relevant matters via the Club's Web site and any other medium that the club may use now or in the future
- (ii) Be responsible for publicity pertaining to Sponsorship/Fund raising

(h) Senior Player Co Ordinator

The Senior Player Co Ordinator shall:

- (i) Be responsible for ensuring the senior teams are graded in accordance with their ability

- (ii) Ensure teams have sufficient players to take the court each week.
- (iii) Act as the registrar for the senior teams ensuring they are nominated for the District Netball Association with which the club is affiliated competition in conjunction with the secretary
- (iv) Be the point of contact for players/parents in regards to questions they may have in regard to registering with the club and any ongoing issues

(i) Junior Player Co Ordinator

The Junior Player Co Ordinator shall:

- (i) Be responsible for ensuring the junior teams are graded in accordance with their ability
- (ii) Ensure teams have sufficient players to take the court each week.
- (iii) Act as the registrar for the junior teams ensuring they are nominated for the District Netball Association with which the club is affiliated competition in conjunction with the secretary
- (iv) Be the point of contact for players/parents in regards to questions they may have in regard to registering with the club and any ongoing issues

(j) NSG Player Co Ordinator

The NSG Player Co Ordinator shall:

- (i) Be responsible for ensuring the NSG teams are graded in accordance with their ability
- (ii) Ensure teams have sufficient players to take the court each week.
- (iii) Act as the registrar for the NSG teams ensuring they are nominated for the District Netball Association with which the club is affiliated competition in conjunction with the secretary
- (iv) Be the point of contact for players/parents in regards to questions they may have in regard to registering with the club and any ongoing issues

(k) Social Co Ordinator

The Social Co Ordinator shall:

- (i) Plan and run various social events agreed upon by the executive from time to time
- (ii) Be convener of the Fund raising committee and in conjunction with that committee and/or other members of the Executive

(l) Uniforms/Equipment Co Ordinator

The Uniforms/Gear co ordinator shall:

- (i) Be responsible for the ordering of uniforms and equipment in liaison with the treasurer
- (ii) Be responsible for collection of equipment at season end
- (iii) Be responsible for storage of equipment
- (iv) Be responsible for an annual stock take in conjunction with the Treasurer and another club member

(m) Honorary Auditor

Audit the Financial records of the Association prior to the Annual General Meeting.

(n) Public Officer

Complete all tasks required under the legislation of the Fair Trading Office

8. MEETING AND POLICY

- (a) The Annual General Meeting to be called no later than 30 November at an appropriate time to be determined by the Committee.
- (b) A meeting of the Executive Committee may be called at any time by the President.
- (c) A General Meeting may be called by the Executive Committee at any time to consider any matters relating to the club.
- (d) No fewer than (6) financial members of the Club shall constitute a quorum at the Annual General Meeting, and no fewer than (3) Executive Committee members shall constitute a quorum at Executive Committee meetings
- (e) In the absence of the President and Vice President the meeting will elect a Chairperson
- (f) At least 7 days notice shall be given to members of the Annual General Meeting
- (g) Resignation of office bearers shall be in writing together with any outstanding moneys or equipment.

9. MONETARY FUNDS OF THE CLUB

- (a) The funds of the club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the club in general meeting, such other sources as the Executive committee determines.
- (b) All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club's bank or other authorised deposit taking institution account.
- (c) The club must, as soon as practicable after receiving any money, issue an appropriate receipt
- (d) Subject to any resolution passed by the club in general meeting, the funds of the club are to be used in pursuance of the objects of the club in such manner as the Executive committee determines.
- (e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the club, being members or employees authorised to do so by the Executive committee

10. POWER OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the execution of the objectives of the club and without in any way limiting this responsibility shall have the power:-

- (a) To control and manage the affairs of the club
- (b) To amend or make rules and By-Laws not inconsistent with this constitution
- (c) To fix fees payable by members and to enforce payment thereof
- (d) To control the funds of the Club and for that purpose to open and operate Banking and Investment Accounts in any manner authorized by Law. To acquire and dispose of real and personal property as required by the club
- (e) To appoint such subcommittees as it deems necessary and to define the functions thereof. At least one member of the Executive Committee shall be a member of any subcommittee and any recommendations shall be ratified by the Executive Committee
- (f) To appoint 2 delegates or delegates to represent the Club at Council meetings of the District Netball Association with which the Club is affiliated
- (g) To appoint any delegate or delegates to represent the club for any purpose with such powers as may be thought fit
- (h) To make decisions in relation to any application for membership including the refusal of any application

- (i) Existing Office Bearers shall be eligible for Re-election
- (j) In the event of a vacancy on the Executive Committee, any vacancy shall be filled by the Executive Committee appointing a replacement for the period of the vacancy
- (k) No office bearer shall be entitled to receive any remuneration for services ad such. Expenses incurred on behalf of the Club are refundable, at the discretion of the Executive.

11. DISCIPLINARY AND DISPUTE RESOLUTION

- (a) If required a Disputes or Disciplinary Committee shall be formed and comprise two (2) members of the Executive and two (2) members of the Club. 2. Any member who may be subject to disciplinary actions shall have the right of appeal. Such appeal shall be in writing, addressed to the Secretary within seven (7) days of the notification of any disciplinary action to be taken at that stage an Appeals Committee shall be formed from members not included in Disputes or Disciplinary Committee
- (b) The Executive Committee shall have the power to deal with the adjudication upon all questions and disputes as to the interpretation of this Constitution and any Rules and By-Laws that may arise there from.

12. AMENDMENT OF THE CONSTITUTION

This constitution may be amended by two thirds (2/3) majority of the financial members present at the Annual General Meeting or at a special General Meeting convened for this purpose and of which proper notice has been given. If on dissolution of the Club there remains after the determination and settlement of all debts and liabilities any property and money whatsoever, that property and money held by the Club shall be passed to a registered charity as decided by the Executive committee

13. FINANCIAL YEAR

The financial year of the Association is:

- (a) the period of time commencing on the date of incorporation of the Association and ending on the following 30 September, and
- (b) each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 October and ending on the following 30 September.

14. DISSOLUTION

(a) The Association shall not be dissolved except by the resolution passed by a majority of at least three quarters (3/4) of the members present and voting at a Special General Meeting of the Association.

(b) Not less than fourteen (14) days' notice specifying the resolution to be proposed shall be given.