
**COOMA NETBALL ASSOCIATION INC.
CONSTITUTION**

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**COOMA NETBALL ASSOCIATION INC.
CONSTITUTION**

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution,

'Association' means the Cooma Netball Association Inc.;

'Club Delegate' means a duly appointed representative of an Affiliated Team 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' mean the members of the Executive Committee plus the Sub-Committee Convenors.

'Council' means the appointed Committee.

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 Cooma Netball Association Inc.

d) COLOURS

The Association's colours shall be Purple and Gold.

e) ASSOCIATION LOCATION

The Association office and facilities are located at Yanni Street, Cooma NSW 2630.

f) BOUNDARIES

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

g) OBJECTS

The objects of the Association shall be:

- i) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- ii) to promote, regulate and control competition matches between registered teams and to control all finals 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.

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 of the Association and NSW Netball Policies.
- ii) Individual members of an Affiliated Team 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 Team upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 16 years of age or over at 31 December in the year of play.
 - ii. Cadet Players, who shall be aged 14 to 16 years of age 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 5 to 10 years of age at 31 December in the year of play.
- iii) Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iv) A person ceases to be a Registered Member of the Association if the person:
 - a) dies; or
 - b) ceases to be financial under Clause 2 c) iii) 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.
- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the meeting at which such nominations will be considered.
- iii) The nominations must be approved by a majority of at least three-quarters (3/4) of the members present and voting at a 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 dies.

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) Annual fees to be paid by Registered Members shall be determined by resolution of Council at the first meeting after receipt of the Netball NSW Insurance Fee Schedule for the following year.
- ii) All Registered Members of the Association will be financial members between 1 January and 31 December of the year following (which covers all competitions and meetings conducted throughout that year).
- iii) A Registered Member ceases to be financial if she or he:
 - a) fails to renew her or his membership; or
 - b) fails to pay to the Association money she or he owes to the Association within the required timeframe.

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 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.

3. MEETINGS

a) MEETINGS – GENERAL PROCEDURE

- i) The President shall take the chair at all meetings of the Council. 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. 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.
- v) 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.
- vi) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- vii) Proxy votes are permitted only upon presenting a duly completed proxy form.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held within 3 months of the end of the financial year of each year.
- ii) All Registered Members may attend and vote.
- iii) Not less than fourteen (14) days' written notice of the Annual General Meeting of the Association shall be given to the Council and registered members.
- iv) 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.
- v) The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the President's Report and balance sheet;
 - d) Such other business as the meeting thinks fit; and

- e) Election of Office Bearers.
- vi) The following Office Bearers shall be elected and shall form the Executive Committee:
 - President
 - Vice President;
 - Secretary;
 - Treasurer;
 - Umpires Coordinator;
 - Coaching Coordinator;
 - Registrar; and
 - Representative Coordinator;
- vii) The following Office Bearers shall also be elected:
 - Public Relations Officer; and
 - Canteen Coordinator.
- viii) Nominations for election can be lodged in writing prior to the meeting or at the meeting which elections are being held.
- x) Current Office Bearers shall be eligible for re-election.
- xi) 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.
- xii) 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.
- xiii) An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

c) SPECIAL COUNCIL MEETINGS

- i) Special Council Meetings shall be called by the Secretary:
 - a) at the direction of the President;
- ii) All Registered Members may attend and vote.
- iii) Written notice shall be given to members of Council and registered members specifying the time and location of a Special Council Meeting, and the nature of the business to be considered.
- iv) A quorum for a Special Council Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one.

4. ORGANISATIONAL STRUCTURE

a) COUNCIL

- i) The Council shall consist of:
 - a) the Office Bearers of the Association; and
 - b) Life Members.
- ii) 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.

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 Team; 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) register new and existing members with New South Wales Netball Association Ltd. at the beginning of each playing season; and
- h) upon receipt by New South Wales Netball Association Ltd. those persons shall be deemed to have renewed their membership until 1 January next.

c) EXECUTIVE COMMITTEE

- i) The Executive Committee shall consist of the following voting members:
 - President;
 - Vice-President
 - Secretary;
 - Treasurer;
 - Umpires Coordinator;
 - Coaching Coordinator;
 - Registrar; and
 - Representative Coordinator;
- ii) Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee.
- 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.

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) Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information prior to the announcement of such selected teams.
- iii) Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv) Consider nominations for Life Membership and make recommendations to Council prior to the next 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.

e) SUB-COMMITTEES

- i) Members of Sub-Committees do not need to be Registered Members of the Association.
- ii) Members of the Executive Committee are eligible to stand for election to Sub-Committees.
- vii) With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
- v) The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
- vi) The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
- vii) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
- viii) 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.
- ix) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
- x) Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.
- xi) 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) be Convenor of the Appeals Tribunal
- ii) The **VICE PRESIDENT** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) shall be appointed as Convenor of the Disputes Tribunal convened as required
- iii) The **SECRETARY** shall:
 - a) maintain a register of Life Members;
 - b) maintain a register of Registered Members;
 - c) maintain a register of Council and Proxy delegates' names and addresses;
 - d) be responsible for correspondence and issue notices as required;
 - e) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
 - f) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
 - g) conduct such other business as directed by Council;
 - h) prepare and submit applications for State or other grants;
 - i) issue an official order to any person authorised to purchase on behalf 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) 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 a Balance Sheet at the Annual General Meeting.
 - l) act as the public officer of the Association.

- v) The **UMPIRES COORDINATOR** shall:
 - a) organise and arrange the coaching and grading of umpires where necessary;
 - b) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
 - c) keep a record of National badged umpires and district badged umpires within the Association;
 - d) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, including representative;
 - e) research and institute methods of encouraging and improving umpiring within the Association;
 - f) be responsible for the distribution of relevant information regarding umpiring;
 - g) ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings.

- h) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - i) be responsible for the organisation of umpiring courses to be conducted at the Association.
- vi) The **COACHING COORDINATOR** shall:
- a) research and institute methods of encouraging and improving coaching within the Association;
 - b) arrange coaching assistance as requested;
 - c) be responsible for the distribution of relevant information regarding coaching;
 - d) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
 - e) be responsible for the organisation of coaching courses to be conducted by the Association.
- vii) The **REGISTRAR** shall:
- On an annual basis:
- a) accept all registrations on a date determined from year to year;
 - b) maintain a register of team names and uniform colours to avoid duplication;
 - c) 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:
- d) accept individual registrations as submitted and include them, together with the date, on team registration forms;
 - e) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;

- viii) The **REPRESENTATIVE COORDINATOR** 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.
 - d) attend Council meetings and advise of all such arrangements.

b) DUTIES OF OFFICE BEARERS

- i) 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) prepare and disseminate press releases where necessary;
- ii) The **CANTEEN COORDINATOR** shall:
 - a) be responsible for staffing the canteen as per roster for competition days and any special functions.
 - b) ensure that adequate stock is purchased for competition days and any special functions.

5. ADMINISTRATION

a) FINANCE

- i) The funds of the Association shall be derived from annual Membership fees, other fees and donations, and, subject to any 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) members of the Executive Committee.
- iii) The banking accounts of the Representative Teams shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two (2) members of the Executive Committee.
- iv) The Financial Year of the Association shall commence on 1 July and end on 30 June.
- vii) A 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.
- x) The assets and income of the Association shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- xi) In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another Association/organisation with similar purposes which is not carried out for the profit or gain of its individual members.

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.

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 Secretary.

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

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 fourteen (14) days' written notice specifying the resolution/s to be proposed has been given.

f) DISSOLUTION OF THE ASSOCIATION

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

On dissolution of the Association, the amount that remains after the satisfaction of all debts and liabilities shall be transferred to another

Association/organisation with similar purposes which is not carried out for the profit or gain of its individual members.