

EAST RINGWOOD NETBALL CLUB CONSITITUTION

1. NAME

The name of the incorporated Club shall be East Ringwood Netball Club Incorporated (hereinafter called the Club).

2. OBJECTIVES

The objectives of the Club are:

Provide for the conduct, encouragement, promotion and administration of the sport of netball throughout the Club including, but not limited to:

- a) promoting a greater community awareness of, and enjoyment in, netball and its contribution to sport generally;
 - b) to affiliate with the Melbourne East Netball Association, the East Ringwood Football Club & the Eastern Football Netball League;
 - c) promoting and holding, either alone or jointly with any other Club, Club or person, netball competitions, championships, exhibitions, meetings and other activities of the Club generally;
 - d) promoting, encouraging and providing facilities for the education, practice and play of the sport of netball and to raise levels and standards of netball play at the Club;
 - e) representing the interests of netball and netball players and to uphold the rules of netball;
 - f) selecting and appointing netball representatives, officials and delegates for local competition or for any other purposes;
 - g) co-operating with and assisting any organisation having objects and purposes similar to those of the Club in any manner which may further the interests of netball generally;
 - h) settling disputes or questions on any matters relating to netball;
 - i) hearing and determining upon any allegation or complaint or charge involving a breach of this Constitution, the laws of netball or matters affecting the interest of netball or of the Club which may be made against any members of the Club;
 - j) ensure that a high standard of the sport of netball is maintained;
 - k) develop a sense of sportsmanship within the Club;
 - l) collect, distribute and publish information in connection with netball;
 - m) ensure adoption of and compliance with rules of the sport of netball;
 - n) promote the health and safety of competitors;
 - o) encourage competitors to realise their potential and athletic abilities;
- and

- p) undertake and do all such things or activities which are necessary, incidental and conducive to the advancement of these purposes.

3. MEMBERSHIP

- a) Membership of the Club is open to all players, parents and officials subscribing to Objectives of the Club, and paying prescribed fee, where appropriate
- b) The Club shall have, at all times, the power of admitting, rejecting or expelling any players
- c) Members are entitled to one vote per household at Special and Annual General Meetings

4. COMMITTEE

The Committee;

- a) Shall control and manage the business and affairs of the Club;
- b) Subject to conforming with this Constitution, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club;
- c) Is indemnified so far as law may allow any member, officer, or employee of the Club in respect of any action taken or likely to be taken or liability incurred directly or indirectly as a result of any action performed as a member, officer or employee of the Club

The Club Committee of Management shall consist of the following bearers

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Umpires Co-ordinator
- f) Property Co-ordinator
- g) Coaches Co-ordinator
- h) Registrar
- i) Uniform Co-ordinator
- j) Social Media Manager
- k) MENA representative
- l) ERFC representative
- m) General Committee Members.

Committee members may hold one or more of the above listed positions, with exception of the President.

Compulsory Officer positions being President, Secretary and Treasurer.

5. **ELECTION OF OFFICE BEARERS**

- a) All office bearers shall be elected at the Annual General Meeting. They shall be elected for a period of one year and shall retire at the Annual General Meeting next following, but shall be eligible for re-election.
- b) In the event of a casual vacancy occurring during the year, the Committee shall have the power to appoint a new member from the members of the Club. Any person so appointed shall hold office until the next Annual General Meeting only, but shall be eligible for re-election.
- c) Nominations for office bearers or committee shall be made, moved and seconded and confirmed by the member nominated 14 days prior to the Annual General Meeting and lodged with the Secretary.
- d) If insufficient nominations are received in accordance with sub-clause c) above, further nominations may be called from the floor of the meeting.
- e) If the nominations received are equal to or less than the number of vacancies to be filled, the person nominated shall be deemed to be elected.
- f) If the nominations received for any position exceed the number of vacancies available, a secret ballot will be held, and a simple majority of members present shall be sufficient to determine the election.

6. **MEETINGS**

ANNUAL GENERAL MEETINGS

- (a) The Annual General Meeting of the Club shall be held annually
- (b) Notice in writing shall be given at least fourteen days prior to the meeting.
- (c) All members are entitled to attend. Voting rights are as per 3 (c).
- (d) All members are entitled to vote. In the event of voting being equal, the Chairperson shall have the casting vote. All voting shall be in person and shall be determined by a show of hands.
- (e) A quorum shall consist of 5% members eligible to vote as provided in 6 (c) above. The President shall occupy the chair. In the President's absence the chair shall be occupied by the Vice President. If both are absent a member of the Committee shall preside as Chairperson. In the event of the President being granted leave of absence the Vice President shall assume all the President's responsibilities.
- (f) The business of the Annual General Meeting shall be to:
 - i. Confirm the minutes of the last preceding Annual General Meeting;
 - ii. Receive from the Committee reports upon the transactions of the Club during the current year;

- iii. Elect office bearers and ordinary Committee members of the Club and appoint an Auditor for the ensuing year;
- iv. Transact any other business, affecting the interests and welfare of the Club (including the making, amendment or revision of the Rules) of which fourteen days' notice in writing shall be given;
- v. Consider any other general business which the Chairperson may permit.

SPECIAL GENERAL MEETING

- (a) A Special General Meeting of the Club shall be called by the Secretary by duly notifying all members concerned.
 - i. At the discretion of him/herself and the President
 - ii. Following a resolution of the Committee or
 - iii. Within 21 days of a request signed by 20% of members stating the business to be discussed.
- (b) The provisions of Section 6 as to notice, attendance, voting quorum and Chairing shall apply equally to Special General Meeting provided that meeting is called in accordance with sub-clause (a) ii.

COMMITTEE MEETINGS

- (a) The Committee shall meet prior to the commencement of the playing season and thereafter as required until the completion of the season.
- (b) The President or in his/her absence the Vice President shall preside as Chairperson at each General Meeting of the Club.
- (c) If the President and Vice President are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- (d) The quorum for the meeting of the Committee shall be five (5) members. No business shall be transacted unless a quorum is present.
- (e) All questions shall be decided by a show of hands, there shall be no votes cast by proxy. In the event of votes being equal the Chairperson shall have the casting vote.
- (f) The Committee shall have the power to co-opt any person to advise or act with it in relation to any matters relating to the function of the Club.
- (g) The following shall be the order of business at meetings
 - a. New Members
 - b. Apologies
 - c. Read and confirm minutes of previous meeting
 - d. Discuss business arising out of minutes
 - e. Correspondence
 - f. Treasurers report – Business arising
 - g. Reports – Business arising
 - h. General Business

7. EXTRAORDINARY VACANCIES

Any of the following acts or events shall cause an extraordinary vacancy in the position of a Committee member:-

- a. Resignation in writing
- b. Absence without good or sufficient reason from three (3) consecutive meetings
- c. Ceases to be a member of the Club

8. FINANCE

- (a) All the monies received shall be deposited in the Club's bank account, located at such financial institution/s as the Committee shall from time to time determine.
- (b) The financial year of the Club shall commence the 1st of August and ending 31st July annually
- (c) All cheques drawn or withdrawn on behalf of the Club shall be signed/authorised by two Office Bearers authorised by the Committee. This applies equally to electronic payments.
- (d) The Secretary shall not spend more than \$100 without the consent of the Club and shall tender an invoice for the amount so spent.
- (e) A statement showing the financial position of the Club shall be tabled at each General Meeting.
- (f) Receipts shall be issued by the Treasurer at the request of the payer, and in case of emergency, by the Secretary or President.
- (g) The assets and income of the Club shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf the Club.

9. DUTIES OF THE PRESIDENT

- (a) The President shall, so far as possible, preside at all meetings of the Club and the Committee
- (b) The President shall have authority on any question of order
- (c) In the absence of the President or Vice President, the Committee shall nominate one of their number present to act as the Chairperson and that person shall for that meeting have the rights, authorities and powers of the President

10. DUTIES OF THE VICE PRESIDENT

- (a) Attend all meetings of the Club and the Committee
- (b) Act and assume the responsibility of the President or Chairperson in the absence of the President

11. DUTIES OF THE SECRETARY

- (a) Attend all meetings of the Club and the Committee
- (b) Notify all members of meetings
- (c) Carry out all instructions properly given by the Club
- (d) Receive and attend to all correspondence where deemed necessary
- (e) Keep a true record of all minutes and resolutions of such meetings in an appropriate minute book
- (f) Forward minutes to General Meeting to all Club Office Bears and forward minutes of Committee Meetings to Office Bears within fourteen days

12. DUTIES OF THE TREASURER

- (a) Attend all meetings of the Club and the Committee
- (b) Collect and receive all monies due to the Club and make all payments authorised by the Club
- (c) Maintain correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club
- (d) Report to the Committee at each meeting regarding the current financial position of the Club
- (e) Prepare and submit to the Auditor an annual Statement of Accounts and Balance Sheet

13. DUTIES OF THE REGISTRAR

- (a) Attend all meetings of the Club and the Committee
- (b) Manage the online MyNetball portal
- (c) Submit registrations to MENA & EFNL in line with team entry deadlines

14. DUTIES OF THE COACHES CO-ORDINATOR

- (a) Attend all meetings of the Club and the Committee
- (b) Act as liaison between coaches and Club members
- (c) Distribute team lists to coaches
- (d) Notify team coaches of clinics and training days

15. DUTIES OF PROPERTY CO-ORDINATOR

- (a) Attend all meetings of the Club and the Committee
- (b) To keep an accurate record of all Club property
- (c) Monitor the distribution of all Club property
- (d) Purchase new equipment as required each season

16. DUTIES OF THE UMPIRES CO-ORDINATOR

- (a) Attend all meetings of the Club and the Committee
- (b) Keep a record of all umpires
- (c) Organise umpires' roster
- (d) Oversee & review implementation of the umpire policy

17. DUTIES OF THE SOCIAL MEDIA MANAGER

- (a) Attend all meetings of the Club and Committee
- (b) To maintain and update all social media platforms & the Club website

18. DUTIES OF THE UNIFORM CO-ORDINATOR

- (a) Attend all meetings of the Club and the Committee
- (b) Purchase and distribute uniform items as directed by the Committee

19. DUTIES OF A COMMITTEE MEMBER

- (a) Attend all meetings of the Club and the Committee
- (b) Assist whenever and where possible other Committee members

20. INSPECTION OF BOOKS

The accounts and books referred to in clause 12c above shall be available for inspection by members

21. CUSTODY OF BOOKS

Except as otherwise provided here in all books, documents and securities of the Club shall be kept in the custody or under the control of the Secretary

22. AMENDMENTS TO CONSTITUTION AND STATEMENT OF PURPOSE

- (a) Any member of the Club wishing to propose a motion for amendment to this constitution or Statement of Purpose must notify the Club secretary in writing twenty one days prior to an Annual or Special General Meeting. Such proposed amendments must be signed by a proposer and seconder and the amendment shall be made available to all members by notification in writing at least 21 days prior to the meeting
- (b) Amendments of the Constitution or Statement of Purpose shall require 75% of votes to be cast in favour of the amendment

23. DISPUTES AND RESOLUTIONS

- (a) The grievance procedure set out in this rule applies to disputes under these rules between
 - i. A member and another member, or
 - ii. A member and the Club
- (b) The parties to the dispute must meet and discuss the matter in dispute and if possible, resolve the dispute with fourteen (14) days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must within ten (10) days hold a meeting in the presence of a mediator
- (d) The Mediator must be
 - i. A person chosen by agreement between the parties or
 - ii. In the absence of agreement
 - 1. In the case of a dispute between a member and a member, a persons appointed by the Club or
 - 2. in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice)
- (e) A member of the Club can be a mediator
- (f) The parties to the dispute must in good faith attempt to settle the dispute by mediation
- (g) The mediator in conducting the mediation must
 - i. Give the parties to the mediation process every opportunity to be heard
 - ii. Allow due consideration by all parties of any written statement submitted by any party
 - iii. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- (h) The mediator must not determine the dispute
- (i) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

24. SUSPENSION AND EXPULSION OF A MEMBER

Subject to the Objectives of this Constitution, the Committee may, by resolution;

- (a) Expel a member of the Club
- (b) Suspend a member from membership of the Club for a specified period if the Committee is of the opinion that the member
 - i. Has refused or neglected to comply with the Club's Objectives;or

- ii. Has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club
- (c) At a General Meeting of the Committee to discuss 25 (b) i. or 25 (b) ii., the Committee:
- i. Shall give the member an opportunity to be heard
 - ii. Shall give due consideration of any written statements submitted by the member; and
 - iii. Shall by resolution determine course of action in accordance with this Constitution
 - iv. No business other than the related issues shall be transacted
 - v. The members present shall vote by secret ballot on the related issue
 - vi. Two thirds of the members vote in favour of the confirmation of the resolution, the resolution is confirmed
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