

CONSTITUTION

1. Name

The name shall be the PORT HEDLAND NETBALL ASSOCIATION (INC), hereinafter referred to as the ASSOCIATION.

2. Objects

The objects of the Association shall be:

- a. To encourage, promote, control and manage the game of netball in Port Hedland.
- b. To affiliate with Netball WA.
- c. To abide by the official rules of the International Federation and the interpretation thereof as determined by that Federation and/or Netball Australia.
- d. To ensure the proper representation of Port Hedland in inter or intrastate matches.
- e. To promote, conduct and control interclub matches and tours of teams or clubs.
- f. To act for its members in all matters pertaining to netball and the control thereof.
- g. To do all such other things as are conducive or incidental to the attainment of the above objects or any of them.

3. Powers

The Association shall have the following powers:

- a. To raise money by affiliation fees, registration fees, subscriptions and levies and by such other methods as from time to time the Management Committee shall see fit.
- b. To purchase, take on lease, exchange, hire or otherwise acquire any real or personal property which may be deemed necessary or convenient for any of the objects of the Association.
- c. To invest the moneys of the Association not immediately required in such manner as may be determined by the Management Committee.
- d. To manage, develop, lease, sell, convey, assure or otherwise dispose of either absolutely or by way of mortgage any real or personal property for the time being vested in the Association and in case the Association shall take or hold any property which may be subject to any trust to deal with same in such manner as allowed by law having regard to such trust.
- e. To borrow or raise upon loan any sum or sums of money and for the purpose of securing repayments thereof to execute or give any mortgages, charges, bonds, debentures, bills of exchange, promissory notes or other securities over all or any of the property of the Association as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them.
- f. To conduct appeals for funds and accept donations, whether or real or personal estate and devices and bequests.
- g. To employ, pay and dismiss servants as may be deemed necessary for furthering the objects of the Association and to define the duties of such servants as it sees fit.

- h. To lay out, construct, build, erect, alter or maintain upon premises occupied by the Association playing fields, grandstands, changing rooms and other buildings and improvements incidental thereto and to furnish, fit up and maintain the same for the use of the members of the Association or any of them and if thought fit to provide all the necessary equipment, appliances and convenience therefore.
- i. To become affiliated with or subscribe to other Associations or bodies whose objects are similar to the objects of the Association and if thought fit, to withdraw or retire from any such Association or body.
- j. If thought fit, to obtain raffle permits and other such licenses as may be considered of benefit to the Association.

It is the intention that each and all of the powers specified in the preceding sub-clauses shall be in no way limited or restricted by reference to or inference from the terms of any other sub clauses or of the main objects as first mentioned.

4. Colours

The colours of the Association shall be red and white.

5. Membership of the Association shall be open to:

- a. Clubs – one or more teams wishing to play in interclub matches conducted by the Association. Seven players and up to three reserves shall constitute a team, and each playing member shall be entitled to all the rights and privileges of membership.
- b. Players
- c. Non-playing officials – those appointed to officiate interclub matches of the Association (includes coaches and umpires).
- d. Life Members – Life Members shall be appointed at an Annual General Meeting or Special Meeting by a two thirds majority of those present and entitled to vote at the meeting, and shall, during the continuance of their life, be entitled to all the rights and privileges of membership.

*Nominees shall have given at least **five years outstanding** service to the Association.*

- e. Honorary members – Honorary Members shall be elected by a single majority of those present at an Annual General meeting or General Meeting of the Association. Honorary membership shall be granted only to individuals who have given outstanding service to the Association or the game of netball.

In all cases, members of the Association shall:

- i. Be bound by the constitution and rules of the Association.
- ii. Become liable for such fees, subscriptions and levies as may be fixed by the Management Committee.
- iii. Comply with regulations governing match play as set out by the Management Committee.

6. Management Committee

Management of the Association shall be vested in the Management Committee consisting of:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Association Development Officer
- vi. Assistant Association Development Officer (one or more)
- vii. Association Umpiring Development Officer
- viii. Assistant Association Development Officer (one or more)
- ix. Sponsorship and Fundraising Coordinator
- x. Grounds Keeper
- xi. Publicity Officer

A Records Keeper may also be elected to the Management Committee if so desired by the Management Committee.

At no time shall more than one fourth of the Management Committee be from any one club, disregarding fractions.

A member may:

- i. Play for one club and coach or be associated with another, but shall be deemed to be a member of the club with which he/she is registered for the purpose of the Management Committee.
- ii. Coach or be associated with one club or more clubs, but shall state where his/her obligations lie for the purpose of the Management Committee.

7. Executive Committee

Emergency decisions may be made by an Executive Committee consisting of:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. The immediate past President

Any other member or Office Bearer may be called upon to assist in such decisions should it be required.

8. Patron, Auditor, Solicitor

The Honorary positions above shall be appointed by the members at a General Meeting.

9. Election of Office Bearers

All Office Bearers shall retire annually but shall be eligible for re-election.

- a. Should there be more nominations than there are vacancies, a secret ballot by the simple majority method shall be taken to decide who shall hold office.
- b. Should there be an equal number of nominations and vacancies the chairman shall declare all nominees duly elected.

10. Nominations for Office Bearers

Nominations for Office Bearers shall be received verbally at the Annual General Meeting at which such election is to take place.

11. Powers of the Management Committee

The Management Committee may exercise all such powers of the Association and carry into effect all such objects of the Association as are not by these articles required to be exercised by the Association in General Meeting. Without limiting the generality of the foregoing words and in addition to the powers specifically conferred upon it the Management Committee shall have power to:

- a. Administer the finances of the Association.
- b. Appoint the bankers of the Association.
- c. Direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
- d. Fix the manner in which such banking accounts shall be operated upon and nominate the members whose signatures shall be the authority for withdrawal of funds from each account.
- e. Fix fees and subscriptions payable by clubs and members and decide such levies, rates of fines and charges as it deems necessary and advisable and to enforce payment thereof.
- f. Adjudicate on all matters brought before it which in any way affect that Association or the game of netball.
- g. Cause minutes to be made of all proceedings at meetings of the Management Committee, Executive and general meetings of members.
- h. Determine from time to time the conditions on which at times when members or others may use the grounds or premises of the Association or any part thereof.
- i. Fix and collect charges for admission to the ground where necessary.
- j. Make, amend and rescind rulings not inconsistent with this constitution.

All decisions shall be binding on all members provided that at the written request of five members, the Management Committee shall reconsider such decisions. Any member then aggrieved by the final decision of the Management Committee may call a Special Meeting under the procedure set out in Clause 13 (b) (2) of this Constitution.

12. Duties

President

- a. To preside at meetings of the Association, Management and Executive Committees.
- b. To represent the Association whenever possible or delegate such duties to other members.

- c. To oversee all matters pertaining to the Association in the best interests of the membership and of the sport as a whole.

Vice President

- a. To attend meetings of the Association, Management and Executive Committees.
- b. In the absence of the President, preside of the meeting.
- c. In the absence of the President, to oversee all matters pertaining to the Association in the best interests of the membership and of the sport as a whole.

Secretary

- a. To oversee the keeping of accurate minutes of all proceedings and decisions of the Association and of the Management or Executive Committees, or of any Sub-Committee.
- b. Attend or oversee attendance to all correspondence.
- c. Carry out other duties as the Association, Committees or President may from time to time prescribe.

Treasurer

- a. Maintain accurate books of account in which shall be entered details of all Association revenue and expenditure.
- b. Issue receipts for all fees, subscriptions and other funds paid to the Association.
- c. Compile and issue a balance sheet and statement of revenue and expenditure duly audited and certified by the Auditor which shall be laid before the Annual General Meeting of the association.
- d. Present at each General Meeting of the Association a summarised statement of revenue and expenditure since the previous meeting.

The duties of other roles may change from time to time, and should be reviewed by the Management Committee on an annual basis.

13. Selection Committee

The Selection Committee shall consist of at least three members, and shall select all teams representing the Association. The Committee shall have the power to appoint a coach and manager or shall call for nominations for the position.

14. Meetings

Annual General Meetings, General Meetings, Special Meetings, Management Committee Meetings will be held as follows:

- a. The Annual General Meeting of the Association shall be held not later than the last day of February each year.
- b. Special Meetings may be called:
 - i. By the President and/or Secretary at such times as they may determine.
 - ii. At the written request of five (5) financial members.
- c. Management Committee or General Meetings shall be held monthly.

15. Notice of Meetings

In the case of the Annual General Meeting, at least ten days notice shall be given to members of the intention to hold such a meeting.

In the case of Management Committee Meetings, notice shall not be deemed necessary as they are fixed by this constitution.

General Meetings will be advertised using the most appropriate means available to the committee.

In the case of Special Meetings they shall be held within a calendar month of written request having reached the President and/or Secretary, and at ten days notice.

Notice of a Special Meeting shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at the Special Meeting.

Executive Committee Meetings shall be called as deemed necessary by the President of the Secretary.

16. Quorum

- a. At the Annual General Meeting shall be representatives from one half of Clubs, disregarding fractions, or 10 persons entitled to vote, whichever is the smaller. Should a quorum not be present at the time set out for the meeting those present and entitled to vote shall form a quorum to discuss business requiring simple majority decisions only.
- b. At the Management Committee Meeting shall be a simple majority of members.

17. Voting

- a. Each member over the age of 17 shall be entitled to one vote at the Annual General, General or Special Meetings.

- b. Each 16 & Under or 12 & Under team may be represented by an adult who is entitled to one vote at Annual General, General or Special Meetings.
- c. No person is entitled to more than one vote.
- d. At Management Committee Meetings each member may have one vote.
- e. The President shall be an ex-officio member of all committees, but shall not, unless specifically elected or appointed as a member of a committee, be entitled to vote.

18. Standing and Sub-Committees

- a. Sub committees may be formed from time to time to assist in the smooth running of the Association or to conduct research into specific aspects of the Association as may from time-to-time be required. Such sub-committees may be elected by the Executive or at General Meetings.

19. Special Vacancies

In the event of any vacancy occurring in any office from any cause whatsoever between Annual General Meetings, such vacancy shall be filled by an election at a General Meeting held as soon as possible after the vacancy occurs. The person so appointed shall hold office only for the remainder of the term for which his/her predecessor was elected.

20. Alteration of Rules

No new rule, alteration or amendment to this Constitution shall be made unless and until carried by a two thirds majority of the number of votes recorded at a Special Meeting of the Association for which a copy of the proposed alteration or amendment or addition shall have been provided to every club in the Association.

21. Finance

- a. All revenue received by the Association shall be deposited in a bank account in the name of the Association.
- b. All cheques drawn on behalf of the Association shall be signed by two members of the Management Committee.
- c. A financial statement shall be presented by the Treasurer at the Annual General Meeting showing income and expenditure for the previous calendar year.
- d. The Secretary or Administrator shall have an amount of \$100 petty cash and shall keep a record of expenditure in a petty cash tin.

22. Financial year

The financial year shall commence on 1 January and end on 31 December.

23. Audit

The Auditor shall be appointed by the members at a General Meeting and shall audit the books and prepare a report on the Statement of Income and Expenditure and Balance sheet.

24. Interpretation

Any question whatsoever arising for which no specific rule is herein provided shall be decided by the Executive Committee whose decision shall be final and binding without recourse.

25. Common Seal

The Common Seal of the Association shall be in the custody of the President or Vice President and shall be affixed to any document only pursuant to a resolution of the Committee, if deemed required by the Executive. The affixation of the Seal shall be witnessed by the Secretary and Treasurer.

26. Disbandment

- a. The Association shall not disband unless with the consent of three-fourths of its members. Motion to disband the Association, signed by the proposer and seconder, shall be submitted in writing to the Secretary who shall give at least fourteen (14) days notice of such motion to all members. Such notice shall be dealt with at a Special Meeting of the Association.
- b. If carried by the necessary three-fourths majority of members, notice to disband the Association shall be forwarded to Netball WA and North West Netball Region.
- c. All equipment, books and moneys will be handed to a nominated trustee to be held for a period of not more than two years. After that time the equipment, money and books are to be distributed evenly between the local schools for the promotion of netball. Should the Association reform within that period, all equipment, books and moneys will be returned to the newly elected Executive Committee of the Association.

