

**BANKSTOWN CITY NETBALL
ASSOCIATION INC**



CONSTITUTION

BANKSTOWN CITY

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BANKSTOWN CITY NETBALL ASSOCIATION INC.
CONSTITUTION

DIVISION 1 - GENERAL

1. 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 Bankstown City Netball Association Inc.;

'Club Delegate' mean a duly appointed representative of an Affiliated Club;

'Instrument' means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution and the associated Policies of the Association;

'Written Notice' shall include any notices hand delivered to club files, delivered by the postal service, facsimile transmission and any notice by way of email sent to any facsimile number or email address of any member, delegate or office bearer kept by the Registrar.

'New South Wales Netball Association Ltd' (NSWNA Ltd) means the controlling body for Netball in New South Wales;

'Registered Member' means any financial member, life member or honorary member of the Association;

'The Office Bearers of the Association' mean the members of the Executive Committee and the elected non-executive office bearers.

'Secretary' means:

- (a) The person holding office under this constitution as Secretary of the Association, or
- (b) If no person holds that office – the Public Officer of the Association.

2. INTERPRETATION

2.1 Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.

2.2 Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.

2.3 The Council shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Policies and Procedures.

3. TITLE

The name of the Association shall be the Bankstown City Netball Association Inc.

4. COLOURS

The Association's colours shall be bottle green and gold.

5. HEADQUARTERS

The Association's headquarters shall be at Deverall Park, Yanderra Street, Condell Park and the registered postal address of the Association is PO Box CP69, Condell Park NSW 2200, or such other headquarters or postal address as may be approved or adopted by the Association.

6. OBJECTS

6.1 The objects of the Association shall be: -

- 6.1.1 To further the interests of its members and promote and control the game of Netball within the Association
- 6.1.2 To promote, regulate and control competition matches between Affiliated Clubs and to control all competitions of the Association;
- 6.1.3 To select and manage the Association's representative teams;
- 6.1.4 To affiliate with and support the NSWNA Ltd;
- 6.1.5 To co-operate with other affiliated organisations in New South Wales for the furtherance of Netball;
- 6.1.6 To be a court of appeal in the case of disputes connected with netball within the Association;

6.2 The objects of the Association may only be altered at an Annual General Meeting or Special General Meeting.

7. PATRON

The Association may from time to time appoint one or more Patrons. The Council at an Annual General Meeting shall advance any nomination received for the office of patron for ratification. The Council may also cancel any such appointment at any Annual General Meeting.

8. MEMBERSHIP

- 8.1 The Association is the controlling body for Netball within its affiliated clubs and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the associated Policies and Procedures of the Association.
- 8.2 An Affiliated Club wishing to join the Association shall: -
- 8.2.1 Complete the approved Register of Members Form provided by the Association Registrar.
 - 8.2.2 Pay the prescribed annual membership fees to the Association Treasurer.
- 8.3 Members of the Association shall be classified as: -
- 8.3.1 Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play.
 - 8.3.2 Junior Players, who shall be aged 11 to 17 years of age at 31 December in the year of play.
 - 8.3.3 NetSetGo Players, who shall be aged 5 to 10 years of age at 31 December in the year of play.
 - 8.3.4 Non-players, including but not limited to, coaches, managers, club delegates and umpires.
- 8.4 A person ceases to be a Registered Member of the Association if the person: -
- 8.4.1 Dies;
 - 8.4.2 Ceases to be financial under Clause 11.3; or
 - 8.4.3 Is expelled from the Association under the authority of Clause 36 below.



BANKSTOWN CITY

9. LIFE MEMBERSHIP

- 9.1 Any person may be elected a Life Member of the Association in recognition of outstanding voluntary service to the Association. The nominee shall have had not less than fifteen (15) years financial membership to the Association at the time of nomination.
- 9.2 Candidates for election as Life Members shall be nominated by two (2) financial members of the Association and lodged by 31 July including credentials.
- 9.3 The nominations must be approved by a majority of at least three-quarters (¾) of the voting members at an Annual General Meeting.
- 9.4 The Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.
- 9.5 A Life Member shall be entitled to attend all Council, Special, Annual General and any other Council meetings and shall have full voting rights.
- 9.6 Life Members shall be presented with the Association Membership Gold Badge and shall be exempt from the payment of the annual membership subscriptions to the Association. Such membership subscriptions will be paid to New South Wales Netball Association Ltd by the Association.
- 9.7 A person ceases to be a Life Member of the Association if the person: -
- 9.7.1 Dies; or
 - 9.7.2 Is expelled from the Association under the authority of Clause 36.

10. HONORARY MEMBERSHIP

- 10.1 An Honorary Member is any person who is invited by Council to join the Association for a specific purpose as determined by the Council, provided such person is nominated by two (2) members of the Association.
- 10.2 An Honorary Member may be admitted to Council without voting power.

11. FEES

- 11.1 All fees to be paid by Registered Members to be determined by resolution of Council at the Annual General Meeting.
- 11.2 All Registered Members of the Association will be financial members between 1 April and 31 March of the year following.
- 11.3 A Registered Member ceases to be financial if she or he: -
- 11.3.1 fails to renew her or his membership;
 - 11.3.2 fails to pay money she or he owes to the Association.

12. REGISTER OF MEMBERS

- 12.1 The Registrar 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.
- 12.1.1 The Registrar of the Association shall manage and maintain the My Netball database in conjunction with the Association Secretary and Secretaries/Registrars of each club.
- 12.1.2 The Registrar of the Association shall manage and maintain the My Netball database in conjunction with the Association Secretary and Secretaries/Registrars of each club.
- 12.1.3 If the register of members is kept in electronic form, it must be convertible into hard copy, free of charge to any Registered Member of the Association at any reasonable hour. Such inspection shall be limited to viewing the names of Registered Members or to such information as may be able to be provided in accordance with any State or Federal Legislation governing privacy.

13. 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.

14. AFFILIATION OF CLUBS

14.1 In order to become affiliated with the Association, clubs must: -

- 14.1.1 Consist of one or more teams comprising Registered Members of the Association.
- 14.1.2 Be affiliated with NSWNA Ltd.
- 14.1.3 Pay an annual affiliation fee as determined by the Council at the Annual General Meeting each year.

15. CLUB DELEGATES

- 15.1 Affiliated Clubs shall each have the right to nominate two (2) Club Delegates and two (2) proxy delegates to the Council. Club Delegates must be a member of the relevant Club.
- 15.2 The Secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of Club Delegates.
- 15.3 An Affiliated Club has the right to withdraw a Club Delegate and appoint another at any time and notify the Association Secretary in writing.
- 15.4 At each meeting all Club Delegates present shall sign an attendance book and shall state the club that she or he represents.
- 15.5 Club Delegates must represent their delegated club only

16. MEETINGS – GENERAL PROCEDURE

- 16.1 The President shall take the chair at all meetings of the Council or Executive Committee and in the President's absence the chair shall be taken by the Vice President.
- 16.2 If neither the President nor Vice President is present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- 16.3 A quorum for ordinary Council meetings shall consist of half ($\frac{1}{2}$) the total number of the Association's Executive Committee plus one and Club Delegates representing at least one-half ($\frac{1}{2}$) of the Affiliated Clubs.
- 16.4 A quorum for Executive Committee meetings shall consist of half ($\frac{1}{2}$) of the total number of the Executive Committee plus one.
- 16.5 If no quorum is present fifteen (15) 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 Secretary of the Affiliated Clubs and Life Members.
- 16.6 The accidental omission to give any member the required notice shall not invalidate a meeting or any of the business of the meeting.
- 16.7 No speaker may speak in excess of three (3) minutes, however, Council can grant extensions to this time limit.
- 16.8 Motions arising at an ordinary meeting of the Council, Executive Committee or any 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.
- 16.9 In the case of an equality of votes, the Chairperson has a casting vote.
- 16.10 There shall be no voting by proxy.
- 16.11 Observers attending meetings without voting rights must request from Council permission to speak on a specific matter.

17. ANNUAL GENERAL MEETING

- 17.1 An Annual General Meeting of the Association shall be held in November of each year.
- 17.2 Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Member of the Executive Committee, Life Member, and the Secretary of each Affiliated Club.
- 17.3 A copy of the Association's Annual Report and the signed audited balance sheet shall accompany such notice.
- 17.4 Any Notice/s of Motion to be put at an Annual General Meeting shall be lodged with the Association Secretary by 5pm on 30th September.
- 17.5 All Registered Members may attend but voting shall be restricted to Members of the Executive Committee, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- 17.6 A quorum for an Annual General Meeting shall consist of half ($\frac{1}{2}$) the total number of the Association's Executive Committee plus one and Club Delegates representing at least one-half ($\frac{1}{2}$) of the Affiliated Clubs.
- 17.7 The business of the Annual General Meeting shall be: -
- 17.7.1 Apologies;
 - 17.7.2 Confirmation of the minutes of the previous Annual General Meeting;
 - 17.7.3 Business arising from the Minutes;
 - 17.7.4 Notices of Motion;
 - 17.7.5 Consideration and adoption of the Annual Report and the audited Balance Sheet;
 - 17.7.6 Setting of fees;
 - 17.7.7 Appointment of an Auditor, Public Officer, and Returning Officer for the following year;
 - 17.7.8 Confirmation of proposed Calendar of Events;
 - 17.7.9 Such other business as the meeting thinks fit;
 - 17.7.10 Election of Office Bearers;
 - 17.7.11 Election of relevant Committees;
- 17.8 The following Office Bearers shall be elected and shall form the Executive Committee: -
- 17.8.1 President
 - 17.8.2 Vice President
 - 17.8.3 Secretary
 - 17.8.4 Treasurer
 - 17.8.5 Umpires Convenor

- 17.8.6 Coaching Convenor
- 17.8.7 Competition Convenor
- 17.8.8 Registrar
- 17.8.9 Representative Convenor
- 17.9 Nominations for election signed by two (2) Registered Members and with the written consent of the nominee shall be lodged with the Returning Officer by 5pm of the closing date, which shall be the last Friday of September.
- 17.10 Qualifications relevant to the position shall accompany each nomination.
- 17.11 To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both the Association and the NSWNA Ltd.
- 17.12 Where possible The President, Secretary or Treasurer of the Association shall not hold the position of President, Secretary or Treasurer of an Affiliated Club.
- 17.13 No person shall be elected to more than one (1) position as an Office Bearer.
- 17.14 Not more than two (2) Executive Members can be members of any one (1) Affiliated Club.
- 17.15 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.
 - 17.15.1 An Office Bearer may resign their position in writing.

18. SPECIAL COUNCIL MEETINGS

- 18.1 Special Council Meeting shall be called by the Secretary:
 - 18.1.1 At the direction of the President;
 - 18.1.2 Upon receipt of a requisition signed by not less than one third ($\frac{1}{3}$) of Affiliated Clubs.
- 18.2 All Registered Members may attend but voting shall be restricted to Members of the Executive Committee, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- 18.3 Not less than twenty-one (21) days' written notice shall be given to members of Executive Committee, Life Members and to the Secretary of each Affiliated Club, specifying the date, time and location of a Special Council Meeting and the nature of the business to be considered.
- 18.4 A quorum for a Special Council Meeting shall consist of half ($\frac{1}{2}$) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one half ($\frac{1}{2}$) of the Affiliated Clubs

DIVISION V - ORGANISATIONAL STRUCTURE

19. COUNCIL

- 19.1 The Council shall consist of: -
- 19.1.1 Members of the Executive Committee
 - 19.1.2 Life Members
 - 19.1.3 Two (2) Club delegates from each Affiliated Club.
- 19.2 The Council shall meet not less than five (5) times each year on dates to be fixed by the Council. At least three of these meetings shall be held at not less than monthly intervals between February and August inclusive.
- 19.3 Not less than seven (7) days' written notice shall be given specifying the date, time and place of the meeting of Council, and any special business to be dealt with.
- 19.4 Order of business at Council meetings shall be: -
- 19.4.1 Apologies;
 - 19.4.2 Confirmation of Minutes;
 - 19.4.3 Business Arising from Minutes;
 - 19.4.4 Notices of Motion;
 - 19.4.5 Elections;
 - 19.4.6 Correspondence and business arising;
 - 19.4.7 Reports: -
 - 19.4.7.1 Vice President
 - 19.4.7.2 Secretary
 - 19.4.7.3 Treasurer
 - 19.4.7.4 Umpires Convenor
 - 19.4.7.5 Coaching Convenor
 - 19.4.7.6 Competition Convenor
 - 19.4.7.7 Representative Convenor
 - 19.4.7.8 Registrar
 - 19.4.7.9 President
 - 19.4.7.10 Committee
 - 19.4.7.11 Delegates to other organisations
 - 19.4.7.12 Any other reports.
 - 19.4.8 General business.
- 19.5 Association delegates to other organisations shall submit a written report to the Secretary of all meetings/functions attended on behalf of the Association within fourteen (14) days of such meeting/function.

20. POWERS OF COUNCIL

- 20.1 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:
- - 20.1.1 to control and manage the affairs of the Association;
 - 20.1.2 to fix fees payable by members and to enforce payment thereof;
 - 20.1.3 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;
 - 20.1.4 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.
 - 20.1.5 to ratify the appointment of two (2) delegates and two (2) proxy delegates from the Executive Committee to represent the Association on the Council of the NSWNA Ltd;
 - 20.1.6 to appoint any delegate or delegates from the Executive Committee to represent the Association for any purpose with such powers as may be thought fit;
 - 20.1.7 to ensure that the Secretary of the Association forwards to the registered office of the NSWNA Ltd., on or before April 1 in each year, a list showing the names and addresses of existing members of the NSWNA Ltd. together with the names and addresses of new applicants for NSWNA Ltd. membership, who have paid their fees: -
 - 20.1.7.1 each list shall be accompanied by payment to cover the total payable as fees by the persons so listed;
 - 20.1.7.2 upon receipt by NSWNA 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 March 31 next;
 - 20.1.8 to 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 elect another person to hold office until the expiration of the term of office of the Office Bearer so removed.
 - 20.1.9 In the event of a casual vacancy on the Executive, the Council may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

21. EXECUTIVE COMMITTEE

- 21.1 The Executive Committee shall consist of the following voting members: -
- 21.1.1 President;
 - 21.1.2 Vice President;
 - 21.1.3 Secretary;
 - 21.1.4 Treasurer
 - 21.1.5 Umpires Convenor
 - 21.1.6 Coaching Convenor
 - 21.1.7 Competition Convenor;
 - 21.1.8 Registrar
 - 21.1.9 Representative Convenor
- 21.2 The Executive Committee shall meet at least five (5) times each year on dates determined by the Executive Committee.
- 21.3 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.
- 21.4 Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time?
- 21.5 Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) meetings shall be deemed to have resigned and shall be replaced in accordance with Clauses 17.15 or 20.1.8.

22. DUTIES OF EXECUTIVE COMMITTEE

- 22.1 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.
- 22.2 Consider reports as presented by the Selection Committee and approve Association Representative Teams.
- 22.3 Receive and consider reports from the managers, coaches, umpires and captains of Association representative teams.
- 22.4 Consider and validate nominations for Life Membership and submit to Council for voting at the Annual General Meeting.
- 22.5 Nominations shall be lodged by email by a date determined by the current Executive.
- 22.6 Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- 22.7 Elect two (2) delegates and two (2) proxy delegates to attend all meetings of NSWNA Ltd and have those names ratified by Council.
- 22.8 Approve the Association Report to be presented to the NSWNA Ltd. and to any relevant government authorities.
- 22.9 Unless otherwise determined at an Annual General Meeting or a Special Meeting, the Secretary shall also be the Public Officer.

23. REQUIREMENTS FOR APPOINTMENT OF: -

23.1 Auditor

- 23.1.1 Be appointed at the Annual General Meeting.
- 23.1.2 Qualifications must accompany nominations and remain current for the year concerned
- 23.1.3 On yearly renewal of qualifications submit a copy of them to association for filing.
- 23.1.4 Copy of said qualifications **must** be kept on file.

23.2 Public Officer

- 23.1.1 Must be at least 18 years of age, reside in New South Wales and have a physical address where documents can be received by post; the Public Officer is the official point of contact for the Association.
- 23.1.2 Can be an Executive member, a member of the Association or a person outside of the Association.
- 23.1.3 Be appointed at the Annual General Meeting, or, in case of a vacancy, at a Special Meeting.
- 23.1.4 The Association must fill the office of Public Officer within 28 days of vacancy and the new Public Officer must advise NSW Fair Trading of the details of the appointment within 28 days of taking office.

23.3 Returning Officer

- 23.3.1 Be appointed at the Annual General Meeting.
- 23.3.2 Not be a member of council
- 23.3.3 Not be eligible to stand for any position on BCNA Inc
- 23.3.4 Receive all nominations for election. Nominations shall be forwarded in an envelope marked for the attention of the Returning Officer of BCNA Inc.
- 23.3.5 Initial and date all nominations on receipt.
- 23.3.6 Open and scrutinise all nominations in the presence of two (2) executive officers.
- 23.3.7 Circulate those nominations that are in order within the time prescribed.
- 23.3.8 Conduct a draw for positions on the ballot papers in the presence of two (2) executive officers.

24. COMMITTEES

24.1 The following Committees shall be elected at the Annual General Meeting each year: -

24.1.1 Competition Committee comprising six members plus the Competition Convenor.

24.1.2 The following Panel shall be elected by the Executive in August annually.

24.1.3 The Appointments Panel shall be formed annually to select Representative Managers, Coaches, Assistant Coaches and the Selection Committee.

24.1.4 The Appointments Panel shall consist of five (5) members.

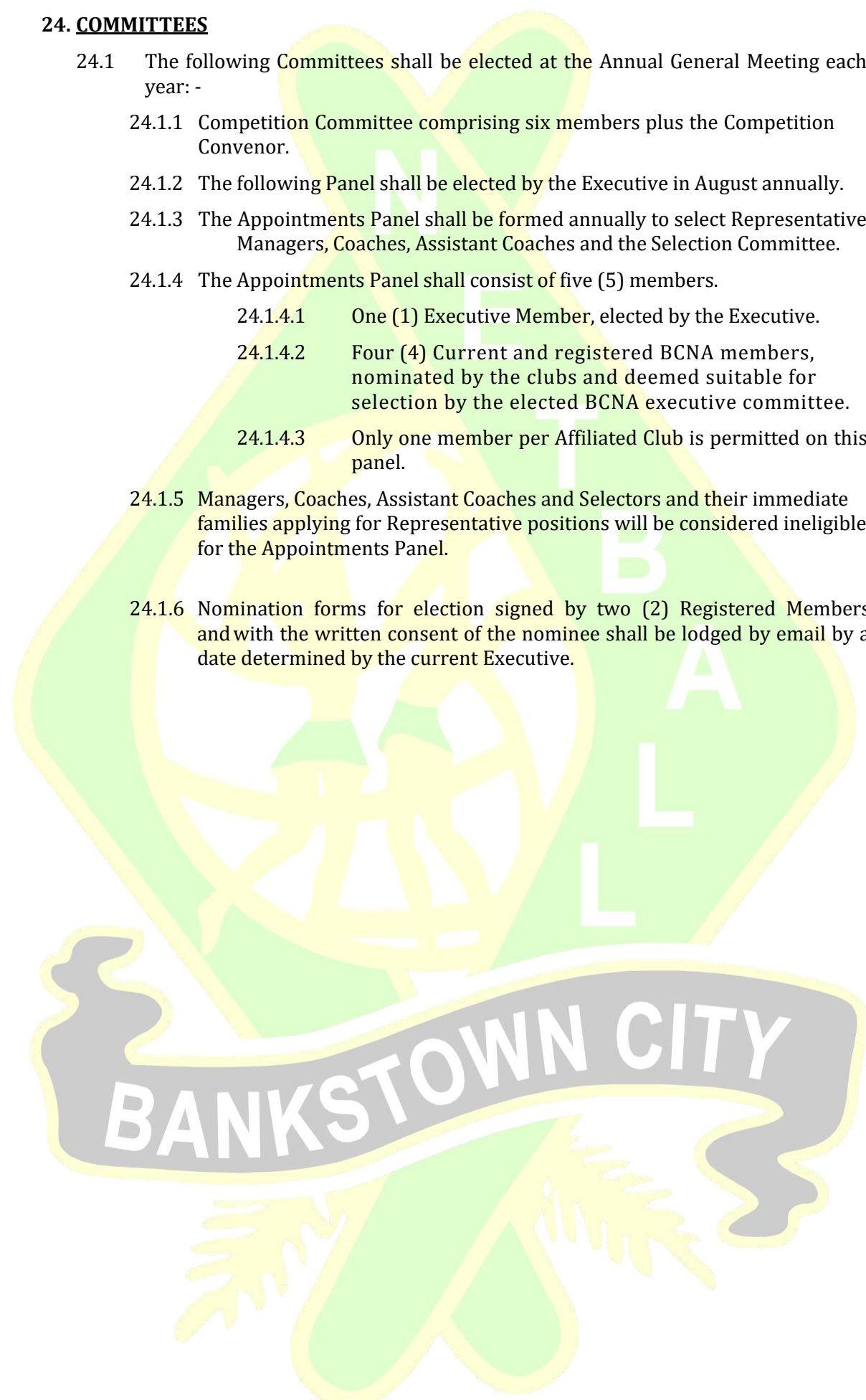
24.1.4.1 One (1) Executive Member, elected by the Executive.

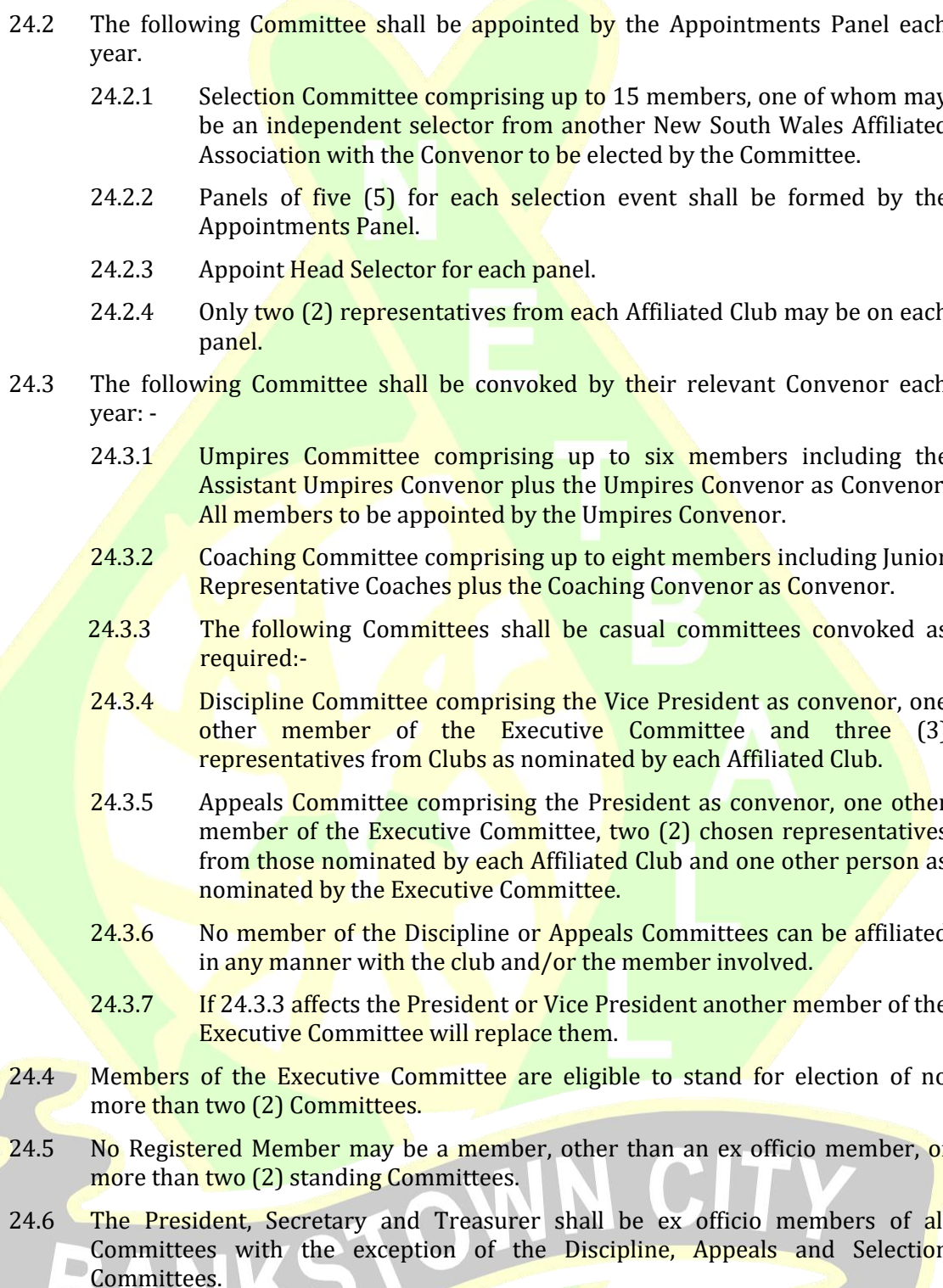
24.1.4.2 Four (4) Current and registered BCNA members, nominated by the clubs and deemed suitable for selection by the elected BCNA executive committee.

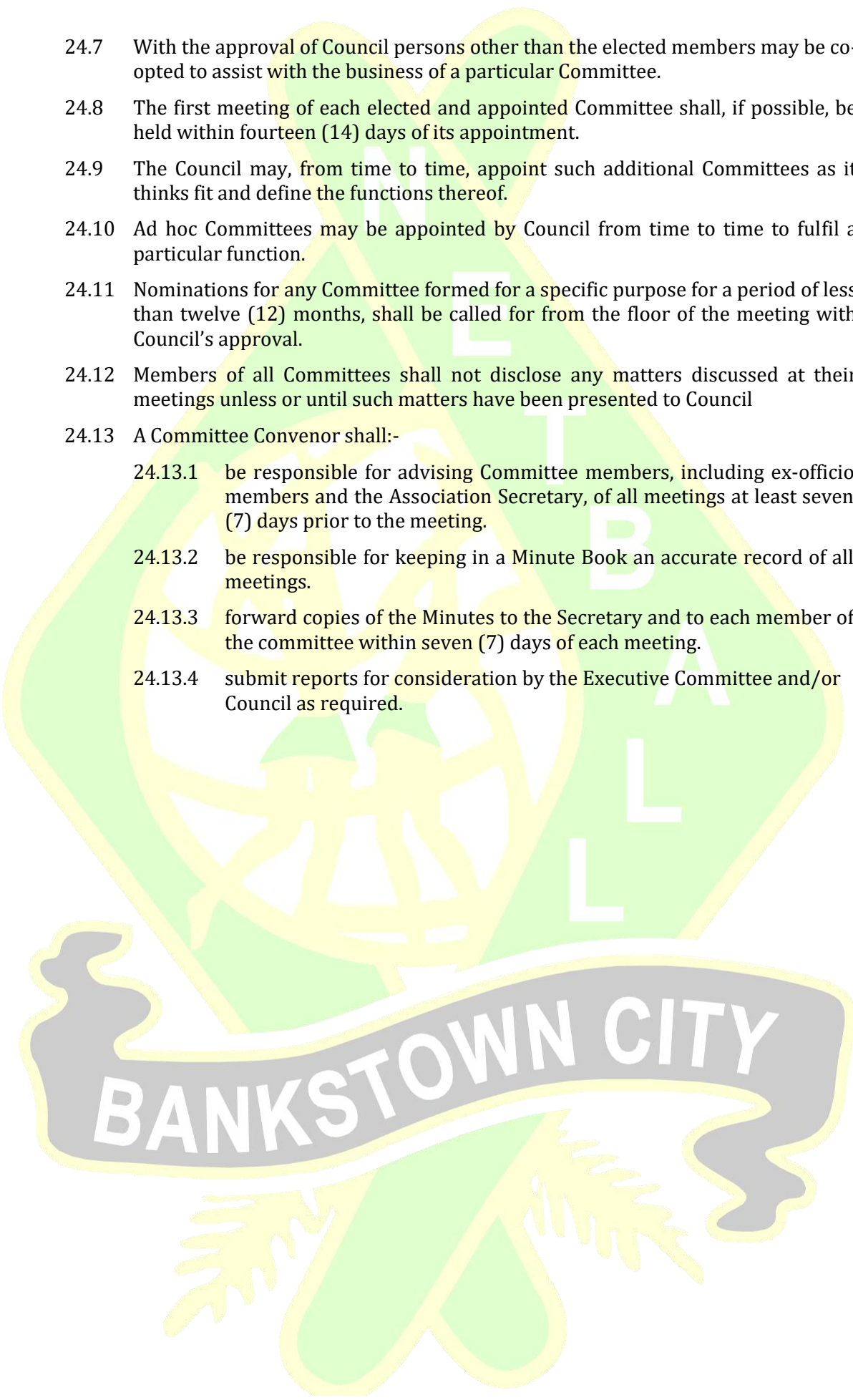
24.1.4.3 Only one member per Affiliated Club is permitted on this panel.

24.1.5 Managers, Coaches, Assistant Coaches and Selectors and their immediate families applying for Representative positions will be considered ineligible for the Appointments Panel.

24.1.6 Nomination forms for election signed by two (2) Registered Members and with the written consent of the nominee shall be lodged by email by a date determined by the current Executive.



- 
- 24.2 The following Committee shall be appointed by the Appointments Panel each year.
- 24.2.1 Selection Committee comprising up to 15 members, one of whom may be an independent selector from another New South Wales Affiliated Association with the Convenor to be elected by the Committee.
 - 24.2.2 Panels of five (5) for each selection event shall be formed by the Appointments Panel.
 - 24.2.3 Appoint Head Selector for each panel.
 - 24.2.4 Only two (2) representatives from each Affiliated Club may be on each panel.
- 24.3 The following Committee shall be convoked by their relevant Convenor each year: -
- 24.3.1 Umpires Committee comprising up to six members including the Assistant Umpires Convenor plus the Umpires Convenor as Convenor. All members to be appointed by the Umpires Convenor.
 - 24.3.2 Coaching Committee comprising up to eight members including Junior Representative Coaches plus the Coaching Convenor as Convenor.
 - 24.3.3 The following Committees shall be casual committees convoked as required:-
 - 24.3.4 Discipline Committee comprising the Vice President as convenor, one other member of the Executive Committee and three (3) representatives from Clubs as nominated by each Affiliated Club.
 - 24.3.5 Appeals Committee comprising the President as convenor, one other member of the Executive Committee, two (2) chosen representatives from those nominated by each Affiliated Club and one other person as nominated by the Executive Committee.
 - 24.3.6 No member of the Discipline or Appeals Committees can be affiliated in any manner with the club and/or the member involved.
 - 24.3.7 If 24.3.3 affects the President or Vice President another member of the Executive Committee will replace them.
- 24.4 Members of the Executive Committee are eligible to stand for election of no more than two (2) Committees.
- 24.5 No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Committees.
- 24.6 The President, Secretary and Treasurer shall be ex officio members of all Committees with the exception of the Discipline, Appeals and Selection Committees.

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- The logo for Bankstown City Council is a large, semi-transparent watermark in the background. It features a green shield with a yellow border. Inside the shield, there is a stylized yellow figure of a person with arms raised, possibly a mascot or a representation of a community member. Below the shield is a grey banner with the words "BANKSTOWN CITY" in white, bold, capital letters. The shield is flanked by two yellow fern-like plants.
- 24.7 With the approval of Council persons other than the elected members may be co-opted to assist with the business of a particular Committee.
- 24.8 The first meeting of each elected and appointed Committee shall, if possible, be held within fourteen (14) days of its appointment.
- 24.9 The Council may, from time to time, appoint such additional Committees as it thinks fit and define the functions thereof.
- 24.10 Ad hoc Committees may be appointed by Council from time to time to fulfil a particular function.
- 24.11 Nominations for any 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.
- 24.12 Members of all Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council
- 24.13 A Committee Convenor shall:-
- 24.13.1 be responsible for advising Committee members, including ex-officio members and the Association Secretary, of all meetings at least seven (7) days prior to the meeting.
 - 24.13.2 be responsible for keeping in a Minute Book an accurate record of all meetings.
 - 24.13.3 forward copies of the Minutes to the Secretary and to each member of the committee within seven (7) days of each meeting.
 - 24.13.4 submit reports for consideration by the Executive Committee and/or Council as required.

25. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

25.1. The **PRESIDENT** shall:-

- 25.1.1. preside at meetings of the Association and direct where necessary;
- 25.1.2. be Convenor of the Appeals Committee;
- 25.1.3. represent the Association and be the spokesperson of the Association;
- 25.1.4. be responsible for sponsorship and marketing of the Association;

25.2. The **VICE PRESIDENT** shall:-

- 25.2.1. *Be the contact for ground Duty;*
- 25.2.2. assist the President and perform such other duties as directed by Council;
- 25.2.3. be Convenor of the Discipline Committee;
- 25.2.4. maintain the delegates register at all meetings;
- 25.2.5. in the absence of the President act as President.

25.3. The **SECRETARY** shall:-

- 25.3.1. maintain a register of Life Members, Registered Members, Honorary Members and Affiliated Clubs;
- 25.3.2. maintain a register of Council delegates and proxy delegates' names and addresses;
- 25.3.3. maintain a register of team names and uniform colours to avoid duplication;
- 25.3.4. be responsible for all correspondence;
- 25.3.5. be responsible for the accuracy of the content published on the Association's website;
- 25.3.6. prepare an Annual Report for presentation at the Annual General Meeting;
- 25.3.7. be responsible for the presentation of the Executive Committee report to Council;
- 25.3.8. circulate all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
- 25.3.9. arrange all insurances of the Association;
- 25.3.10. be the Executive liaison with Bankstown City Council;
- 25.3.11. prepare and submit applications for Government or other grants
- 25.3.12. Act as Public Officer, in case that no other person holds that office.
- 25.3.13. conduct such other business as directed by Council

25.4. The **TREASURER** shall:-

- 25.4.1. be responsible for all funds that may be established by the Association;
- 25.4.2. keep a record of all assets, liabilities and properties of the Association;
- 25.4.3. keep books of account and produce them on the instruction of Council;
- 25.4.4. receive all monies payable to the Association and issue receipts;
- 25.4.5. bank all monies within seven (7) days of receipt;
- 25.4.6. issue an official order to any person authorised to purchase on behalf of the Association;
- 25.4.7. pay accounts and have these ratified at the next meeting;
- 25.4.8. send accounts as required;
- 25.4.9. submit a written financial report to each Council meeting;
- 25.4.10. pay the annual NSWNA Ltd. fees by the due date;
- 25.4.11. present a signed audited Balance Sheet at the Annual General Meeting;

25.5. The **UMPIRES CONVENOR** shall:-

- 25.5.1. be the Convenor of the Umpires' Committee;
- 25.5.2. be the holder of a National Umpires Accreditation and National Badge;
- 25.5.3. organise and arrange the coaching and grading of umpires when necessary;
- 25.5.4. keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
- 25.5.5. keep a record of National badged umpires and District badged umpires within the Association;
- 25.5.6. be responsible for the allocation of umpires for competitions and carnivals organised by the Association;
- 25.5.7. be responsible for the allocation of umpires for Bankstown representative teams;
- 25.5.8. research and institute methods of encouraging and improving umpires within the Association;
- 25.5.9. arrange umpiring assistance to Affiliated club convenors;
- 25.5.10. be responsible for the distribution of relevant information regarding umpiring;
- 25.5.11. ensure that in her or his absence a representative appointed from the Umpires Committee attends Council meetings;
- 25.5.12. be responsible for the ordering of all umpiring equipment;
- 25.5.13. be responsible for the organisation of all umpiring courses conducted by the Association;
- 25.5.14. be responsible for maintaining a register of umpiring equipment owned by the Association;
- 25.5.15. provide a stocktake report to the Treasurer as at 31st August each year;

25.6. The **COACHING CONVENOR** shall:-

- 25.6.1. be the convenor of the Coaching Committee;
- 25.6.2. be the holder of at least a Level 1 Coaching Accreditation;
- 25.6.3. research and institute methods of encouraging and improving coaching within the Association;
- 25.6.4. arrange coaching assistance to club convenors;
- 25.6.5. keep a record of accredited coaches and relevant information within the Association;
- 25.6.6. be responsible for the distribution of relevant information regarding coaching;
- 25.6.7. organise and conduct the Association's Modified and Fun Net programmes;
- 25.6.8. ensure that in her or his absence a representative appointed from the Coaching Committee attends Council Meetings;
- 25.6.9. be responsible for the ordering of all coaching equipment;
- 25.6.10. be responsible for the organisation of all coaching courses conducted by the Association;
- 25.6.11. be responsible for maintaining a register of coaching equipment owned by the Association;
- 25.6.12. provide a stock take report to the Treasurer as at 31st August each year;
- 25.6.13. The Coaching Convenor shall be responsible for the collection of current umpire theory certificates that were attached with registration papers for all coaches responsible for a team 10 years and up.

25.7. The **COMPETITION CONVENOR** shall:-

- 25.7.1. be Convenor of the Competition Committee;
- 25.7.2. uphold the competition rules as stated in the Competition Policy & Procedures;
- 25.7.3. ensure that all score cards are completed and available for collection before each timeslot;
- 25.7.4. be responsible for the collection of score cards on each playing day;
- 25.7.5. provide a list of injuries to the secretary;
- 25.7.6. check all score cards to see that they meet the Association's requirements;
- 25.7.7. refer any disputed score cards to an Executive member on the ground as soon as possible;
- 25.7.8. place progressive point scores on the notice board weekly;

- 25.7.9. keep records of point scores and furnish weekly copies to the Secretary, Assistant Secretary, Umpires Convenor and Publicity Officer;
- 25.7.10. maintain an annual record of results of all competitions conducted by the Association;
- 25.7.11. organise and conduct any carnivals the Association may itself hold;



- 25.8. The **REGISTRAR** shall:-
- 25.8.1. Accept registrations on a date determined from year to year;
 - 25.8.2. Allocate the respective registration forms to the Competition Committee Convenor and retain one (1) copy on file as a record of registered teams and players;
 - 25.8.3. Update registration forms to include any late registrations and transfers;
 - 25.8.4. Maintain a register of all members of the Association;
 - 25.8.5. Be responsible for the compilation of the membership report sent to NSWNA Ltd;
 - 25.8.6. Accept individual registrations as submitted by the appropriate Club Executive member and include details, with the date, on team registration forms;
 - 25.8.7. Delete from the team registration form the names of those players who have been granted Association permission to deregister from a team.
- 25.9. The **REPRESENTATIVE CONVENOR** shall:-
- 25.9.1. Be responsible for the ordering, receipt and distribution of all representative requirements;
 - 25.9.2. Be responsible for all aspects of the organisation of the Representative Teams;
 - 25.9.3. Advise the Secretary of all such arrangements;
 - 25.9.4. Provide written reports to the publicity officer immediately following each event;
 - 25.9.5. Provide written reports to Council where required.
 - 25.9.6. Be responsible for the accuracy of the content published on the Association's website;

26. DUTIES OF PAID ADMINISTRATION ASSISTANT

- 26.1.1 Assisting the Secretary to maintain a register of Council delegates and proxy delegates' names and addresses;
- 26.1.2 Assisting the secretary to maintain a register of team names and uniform colours to avoid duplication;
- 26.1.3 Maintain a correspondence register;
- 26.1.4 Assist in preparing an Annual Report for presentation at the Annual General Meeting;
- 26.1.5 be the liaison with Bankstown City Council and all other businesses regarding facilities within the Association
- 26.1.6 Assist in preparation and submit applications for Government or other grants;
- 26.1.7 conduct such other business as directed by Executive.

27. DUTIES OF COMMITTEES

- 26.1 The **UMPIRING COMMITTEE** shall:-
- 26.1.1 assist the Convenor to carry out her or his duties;
 - 26.1.2 perform such other duties as directed by Council from time to time;
- 26.2 The **COACHING COMMITTEE** shall:-
- 26.2.1 assist the Convenor to carry out her or his duties;
 - 26.2.2 perform such other duties as directed by Council from time to time;
- 26.3 The **COMPETITION COMMITTEE** shall:-
- 26.3.1 assist the Convenor to carry out her or his duties;
 - 26.3.2 be responsible for the grading of teams at the commencement of each season in accordance with the Policy for Grading;
 - 26.3.3 be responsible for the compilation of each season's fixture;
 - 26.3.4 be responsible for the compilation of carnival fixtures;
 - 26.3.5 perform such other duties as shall be decided by Council from time to time;
- 26.4 The **PUBLICITY COMMITTEE** shall:-
- 26.4.1 consist of the Publicity Officer elected at the AGM and two (2) members.
- 26.5 The **SELECTION COMMITTEE** shall:-
- 26.5.1 Hold at least a current Development Level Coaching Accreditation;
 - 26.5.2 uphold the Representative Selection Policies and Procedures;
 - 26.5.3 select Association teams as may be decided by Council from time to time. All selections made by the Selection Committee shall be final upon ratification by the Executive;
 - 26.5.4 be limited to two (2) members from each Affiliated Club;
 - 26.5.5 accept for consideration recommendations from the relevant coach prior to final selection;
 - 26.5.6 advise the Executive Committee of the final team selections prior to its publication;
 - 26.5.7 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;
 - 26.5.8 perform such other duties as shall be decided by Council from time to time.

26.6 The **DISCIPLINE COMMITTEE** shall:-

- 26.6.1 be convoked by the Discipline Convenor upon receipt of communication from the Executive Committee relating to a specific disciplinary matter;
- 26.6.2 be governed in its deliberations by the protocols laid down under the Policy for Disciplinary Proceedings;

26.7 The **APPEALS COMMITTEE** shall:-

- 26.7.1 be empowered to hear and decide any appeal arising from the decisions of the Discipline Committee of the Association. Such appeals may be lodged by a Registered Member of the Association who consider they have been materially and adversely affected by a decision of the Discipline Committee.
- 26.7.2 Allow an appeal only where it finds that:-
 - 26.8.2.1 a matter has been incorrectly decided;
 - 26.8.2.2 a matter has been decided on the basis of incorrect factual premises;
 - 26.8.2.3 an Association procedure has been incorrectly followed resulting in injustice to the Appellant; or
 - 26.8.2.4 a penalty imposed on a Registered Member in relation to a disciplinary matter is excessive;
 - 26.8.2.5 having allowed an appeal, be empowered to overturn or otherwise mitigate the prior decision
 - 26.8.2.6 be governed in its deliberations by the protocols laid down in the Appeal Proceedings Policy as outlined and affixed to the Constitution.

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28. FINANCE

- 27.1 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.
- 27.2 The 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;
- 27.3 The Financial year of the Association shall commence on 1st October and end on 31st September of each year;
- 27.4 The current bank statements shall be tabled at each meeting of Council, together with a written financial report;
- 27.5 The books of the Association shall be audited each year by a qualified person who is not a member of the Association;
- 27.6 An audited balance sheet shall be presented to each Annual General Meeting;
- 27.7 All New South Wales Netball Association Ltd fees shall be paid by the due date;
- 27.8 No Office Bearer of the Association shall be entitled to receive remuneration for any services.

29. COMMON SEAL

- 28.1 The common seal of the Association shall be kept in the custody of the Public Officer.
- 28.2 The common seal shall be not be affixed to any instrument except by the authority of the Executive Committee and the signatures of one (1) member of the Executive Committee and the Public Officer shall attest the affixing of the common seal.

30. CUSTODY OF BOOKS

- 29.1 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.

31. INSPECTION OF RECORDS

- 30.1 Any Registered Member may request permission in writing to inspect the books of account and Council Minute Book of the Association. The Executive Committee of the Association shall determine the time, date and place.

32. ALTERATIONS TO THE CONSTITUTION AND POLICY AND PROCEDURES OF THE ASSOCIATION

- 31.1 The Constitution of the Association may be altered by special resolution passed by at least three-quarters ($\frac{3}{4}$) of the members present and voting at 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.
- 31.2 Any alteration made to the Constitution of the Association must be forwarded to the New South Wales Netball Association Ltd within twenty-eight (28) days of the meeting at which such alteration was made.
- 31.3 Alterations and updates may be made to the Policy & Procedures which affect the day to day running of the Association without Council approval. Ie. Updates in Codes of Conducts, Coaching and Umpiring Manuals and Policy & procedures adopted from Netball NSW. Any other changes can be voted on in a normal council meeting and can be passed by a simple majority, Changes can be brought up in General Business and no notice will be required.

33. DISSOLUTION OF THE ASSOCIATION

- 32.1 The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters ($\frac{3}{4}$) 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.
- 32.2 On dissolution of the Association, any property whatsoever, remaining after the determination and settlement of all debts and liabilities will be paid or transferred to the New South Wales Netball Association Ltd to be used for the promotion of netball

DIVISION VIII - DISCIPLINE

34. The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested in the Council
35. The Council shall hold the power to deal with and adjudicate upon any complaint in writing made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member
36. The Council shall vest responsibility in the Executive Committee and Discipline Committee, for any complaint made to it of misconduct by any Registered Member ON the premises of the Association OR as a representative of the Association. Such a complaint need not be lodged by a Registered Member.
37. The Council or its delegate will reprimand, impose a bond upon, fine, suspend or expel from membership for such period as it thinks fit any Registered Member to whom this Constitution applies. This power shall automatically be vested in the Executive Committee and Discipline Committee.
38. The Executive Committee shall, at its discretion, refer such a matter to the Discipline Convenor.
39. The Secretary shall advise all relevant persons, including the registered member against whom the complaint has been made, of the meeting time, date and place.
40. The Discipline Convenor will deal with a referred matter according to the procedures set out in the Disciplinary Proceedings Policy.
41. The Executive Committee itself shall refrain from censuring any individual Registered Member in relation to a complaint. The Executive Committee may, however, issue generalised conduct warnings to all teams.
42. A Registered Member against whom disciplinary action of any form is taken shall have the right of appeal in writing within seven (7) days of the date of notification of such disciplinary action to be taken. Any such appeal shall be directed to, and determined by the Appeals Committee in accordance with the relevant Policy.



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