

# NURIOOTPA NETBALL CLUB

## CONSTITUTION

### C1 NAME

The name of the Club shall be the Nuriootpa Netball Club (NNC) hereafter referred to as the 'Club'

### C2 AFFILIATION

The club shall be affiliated with the Barossa, Light & Gawler Association (BL&GNA) hereafter referred to as the 'Association'.

### C3 ADDRESS

The address of the club shall be that of the Secretary of the club or at a post box address.

### C4 OBJECTS

- A. The improvement and expansion of netball in our club
- B. The raising of funds by all lawful means for the attainment of the above objects

C5 The constitution rules and by-laws of SANA shall govern all matters not specifically dealt with herein.

### C6 PATRONS

Nominations for patron may be made at the AGM

1. The appointment of a patron shall be approved by majority vote at the AGM.

### C7 MEMBERSHIP

Membership shall be open to all persons interested in the promotion of netball in:

1. Senior Player
2. Senior Student Player
3. Junior Player
4. Honorary Member
5. Social Member

### C8 THE COMMITTEE

The affairs of the club shall be managed by a committee consisting of no less than ten (10) members and no more than fifteen (15) members, which shall consist of:

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. At least four extra committee members

### C9 THE EXECUTIVE

A. The club shall be managed by a committee comprising:

1. President
2. Vice President
3. Secretary
4. Treasurer

B. Each person appointed to the Executive Committee shall serve for a period of two (2) years subject to the provisions set out hereunder.

In the first year – AGM held October 2005 for the 2006 year the following positions shall serve for a period of two (2) years

- President
- Treasurer

In the first year – AGM held October 2005 for the 2006 year the following positions shall serve for a period of one (1) year

- Vice President
- Secretary

At each AGM the half of the Executive Committee which is the longer serving shall step down from office but may nominate for re-election for a further term.

- C. The President shall only have a casting vote.
- D. The executive is authorized to settle any urgent or unforeseen business as may occur from time to time.

C10 For the purpose of carrying into effect any business a quorum shall consist of:

- A. The Committee (5)
- B. The Executive (3)
- C. AGM or special meeting (15)

C11 **MEETINGS**

- A. The AGM shall be held by the end of October each year with voting restricted to senior members.
- B. The Committee shall meet monthly throughout the season and at other times as decided by the executive.
- C. The executive shall meet as the need arises.

C12 **SUB COMMITTEES**

Sub-Committees with specific terms of reference may be appointed by the Committee or by a General Meeting. Such Sub-Committees shall report to the Committee as required and shall be dissolved on fulfillment of their terms of reference.

Any such Sub-Committees shall at all times be and remain subject to the overriding control of the executive committee.

C13 **FINANCE**

- A. The club shall be financed by member's subscriptions, donations and from any other activities as determined by the Committee.
- B. The registered player's subscriptions shall be determined at the General Meeting prior to Registration Night and paid at Registration.
- C. All monies received by the Club shall be banked as soon as possible by the Treasurer.
- D. Accounts to be maintained by the Club are
  - 1. General Account – for day to day activity
  - 2. Investment Account – for the purpose of investment as surplus funds become available
- E. The Treasurer shall keep a record of all transactions and produce a statement of balance at each committee meeting and a detailed statement of receipts and payments as at 30<sup>th</sup> September and present the same at AGM. Audit to be completed as at 31<sup>st</sup> December each year.
- F. All accounts to be passed for payment at Committee meetings.
- G. One auditor shall be appointed at AGM.
- H. All withdrawals from the bank accounts of the Club shall be signed by any two of:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
- I. Any expense incurred by a member of the Club in carrying out her/his duties shall have that expense reimbursed by the Club on presentation of receipts so long as the expense was authorized by the Committee.

C14 **COACHES**

Coaches shall be appointed by the Committee at a meeting prior to Registration night.

C15 **SELECTION**

Selectors shall be appointed by the Committee at a meeting prior to Registration night.

C16 **HONORARY MEMBERS**

- A. Any member of the Club may recommend that Honorary Life Membership be awarded to such person or persons upon outstanding service to the Club as deemed by the Executive Committee.
- B. Such appointment carries all rights and privileges of membership.

C17 **ACCIDENTS**

- A. Players are to provide their own personal accident cover as the Club will not accept any liability for medical or other costs incurred due to any accident that occurs during a match (either official or practice).
- B. The Club will not accept any liability for cost relating to accidents even if a member of the Club has either expressed or implied liability exists.

C18 **DISSOLUTION OF THE CLUB**

- A. The Club shall not be dissolved unless by three quarter (3/4) majority of its members.
- B. When dissolved any funds held are to be passed to either:
  - 1. Any new Club or merger of clubs formed.
  - 2. A charitable organization in the town of Nuriootpa as decided by the members at the dissolution meeting if no other club or merger of clubs is formed.

C19 **ALTERATION OF CONSTITUTION**

- A. This constitution may be amended, added to or rescinded by any member of the Club by giving notice of motion in writing to the Secretary of the Club not later than twenty one (21) days prior to the AGM or Special Meeting.
- B. The notice of motion shall be notified to all members at least fourteen (14) days prior to the AGM or Special Meeting. Such notice of the motion shall not affect the constitution unless carried by a majority at the AGM or Special Meeting.

C20 **PREVIOUS CONSTITUTION / BYLAWS**

The previous Constitution / By Laws are hereby rescinded and replaced by this Constitution.

## STANDING ORDERS

### S1 DEBATE

At General Meetings:

- A. A member waiting to move a motion or amendment, or to take part in any discussion, shall rise and address the chair and shall state his/her Club and nature of the motion or amendment before addressing the meeting.
- B. If two (2) or more members rise to speak at the same time, the chair shall decide who is to speak first.
- C. A member addressing the meeting shall not be interrupted unless called to order, or unless a motion to close the debate is moved.
- D. A member may rise at any time to address the chair on a point of order.
- E. If the chair rises to speak, all discussions shall cease until the chair resumes his/her seat.

### S2 A POINT OF ORDER

Shall be decided by the President who shall state the provision, rule or practice when she/he deems applicable, and the decision shall be final, unless a motion be moved and seconded that the ruling be disagreed with. If the motion is carried, there shall be no further discussion of the matter, or of the business which may have given rise to it, until an opinion on the part of the order is obtained from South Australian Netball Association in writing by the Honorary Secretary.

### S3 MOTIONS AND RESOLUTIONS

- A. No motion or amendment shall be withdrawn without the leave of the President and consent of the mover and seconder.
- B. A motion or amendment which is not passed at a meeting may not be brought before the same meeting, unless members agree to discuss it again, but the matter may be brought forward at a subsequent meeting.
- C. Any resolution which has been acted upon, being the authority under which such action is taken may not be rescinded – but, a motion may be moved at a subsequent meeting to correct any errors or omissions, or as a result of further information being presented. Such motion may reverse the previous resolution in part, or in whole, but should take into account whatever action has been taken under the original resolution.
- D. Any matter before the meeting may be deferred until a time to be stated, by a motion “that the meeting proceed to the next business”
- E. The Chairman of a Committee meeting may announce that business arising from the minutes or an item on the agenda be deferred if no member objects, that business shall be passed over until a time to be stated.

### S4 AMMENDMENTS

- A. An amendment moved and seconded is voted upon before the motion, and if carried the motion-as-amended is put to the meeting for discussion and voting, unless the amendment itself contains all points necessary to complete all the points necessary to complete the business under discussion.
- B. No second or subsequent amendment shall be received until the first amendment has been voted upon.
- C. No amendment which is a direct negative of the motion shall be allowed.

### S5 ADJORNMENT

- A. A motion to adjourn a meeting must state the time and date of the proposed adjournment, but may not be moved during the election of officers or when other person is speaking.
- B. The only amendments allowed to a motion for adjournment are as to time, day or place.
- C. A meeting may be adjourned to the date of the next General Meeting.
- D. The President or Chairperson may not adjourn a meeting unless a motion is passed except when it has not been possible to maintain order.

### S6 MINUTES

- A. Minutes of all meetings shall be kept in bound books with numbered pages and shall be sent out in the following form:
  - B. Description of the nature of the meeting, whether ordinary, special or adjourned and date, time and place.
  - C. Names of all Committee Members present and the office held by each shall be recorded in all minutes. The minutes of all general meetings shall include the number of members present in addition to those named, and the number of Clubs represented.
  - D. Apologies and the names of Committee members not present.
  - E. Business arising from the minutes.
  - F. Correspondence and reports placed before the meeting.
  - G. Record of the business of the meeting in the order in which it is done, all motions and amendments to be set out in their exact words and whether carried or lost.

- H. The time of arrival and/or departure of any member not present during the whole of the meeting.
- I. The time at which the meeting was declared closed or adjourned.

S7

**MINUTES – CONFIRMATION**

- A. Minutes may not be “taken as read” unless every member entitled to be present has received a copy of such minutes at least twenty four (24) hours before the meeting at which they are confirmed.
- B. Minutes of Meetings should be confirmed by those who were at the meeting to which they relate.
- C. Minutes may not be altered after they have been signed. Any inaccuracy noted must be corrected and initialed by the President prior to signature.
- D. Minutes shall be the only evidence of the proceedings of a meeting and may only be proved inaccurate or incomplete by an unanimous decision of the persons who were present at the meeting to which they relate.

S8

A member may not re-open any question decided at a previous meeting during the reading of the minutes, until the accuracy of the minutes is confirmed. She/he may, after they have been signed and while business arising out of the minutes is before the meeting, propose a motion in relation to a previous decision.

## RULES

**R1 PRESIDENT**

- A. The President shall preside at all Committee Meetings and meetings of the Executive Committee. In the absence of the President, the Vice President, or in their absence one (1) of the members shall be elected Chairperson.
- B. The Convener shall preside at all meetings of the Sub Committee which they are appointed to convene, and in their absence, one of the members of such Sub Committee shall preside.
- C. Except at the Annual General Meeting, a Vice-President is elected to take their chair to open a meeting. She/he may retain the chair until the end of the meeting whether or not the person normally acting as President subsequently arrives at the meeting.

R2 The President of all meetings shall only have a casting vote on any proposal.

- R3
- A. If the President leaves the meeting before adjourning or closing it, the members may elect a new Chairperson and continue the meeting.
  - B. If the President incorrectly declares the meeting closed before the business is finished, the declaration may be withdrawn.

**R4 THE PRESIDENT shall:**

- A. Make sure that proper notice of meetings has been given.
- B. Make sure that a quorum is present.
- C. Conduct the meeting in accordance with the Constitution, Rules, Standing Orders and By Laws.
- D. In addressing the meeting be impartial and brief in remarks.
- E. Preserve order, and for that purpose may instruct any persons to withdraw or refrain from speaking, or may adjourn the meeting.
- F. Given all members present a reasonable opportunity of speaking, but ensure that no member speaks for an undue length of time or unnecessarily repeat points that have already been put before the meeting.
- G. Terminate any discussion which is not, at the time, relevant to the business before the meeting.
- H. See that the minutes of each meeting are correct, and confirm as soon as possible after the meeting.

R5 Upon resignation of the President at a Committee Meeting, the Committee shall elect one of their members to take the chair until the conclusion of such a meeting.

R6 The Vice President shall assist the other officers as required, and is responsible for correspondence with the media and for seeking sponsorship for the promotion of netball within our local area. Should the President be temporarily unable for any cause to fulfill all or any of her/his duties, the Committee shall appoint the Vice President to act on behalf of the President.

**R7 THE HONORARY SECRETARY shall:**

- A. Attend all Committee Meetings and meetings of the Executive Committee and carry out all directions given at any such meetings.
- B. Attend to all clerical work of the Club, assisted by such persons as the Executive Committee may appoint.
- C. Keep a written record of all Standing Orders and By-Laws of the Club and rescissions, alterations or amendments thereto as required by the Constitution.
- D. Keep in proper files all Club Records and reports of Sub Committees, Officers, Delegates and Officials.
- E. Keep the books containing the minutes or records of proceedings of all meetings of the Club and of its committees and produce them as required.
- F. Obtain a direction from the Committee before disposing of any Club property or records.
- G. Carry out all such other duties as may be required under the Constitution, By-Laws and Standing Orders.
- H. Prepare a calendar for the incoming Secretary for the following season.

**R8 ASSISTANT SECRETARY / MINUTE SECRETARY shall:**

Assist the Honorary Secretary as necessary and shall perform the Secretary's duties in her absence at Committee, Executive Committee or special meetings.

R9

**HONARARY TREASURER shall:**

- A. Be responsible, assisted by such persons as the Committee may appoint, for the receipt of all monies due to the Club. These monies shall be deposited without undue delay to the credit of the club account at a bank and/or institution.
- B. Be responsible directly or indirectly for the issuing of official numbered receipts for all monies received.
- C. Obtain adequate receipts or vouchers for all payments.
- D. Keep proper books and accounts and submit to each meeting of the Club, a comprehensive report of the duties performed since the date of her/his last report, which shall contain:
  - i. Particulars of receipts and expenditure.
  - ii. Amounts owing by the club together with accounts thereof.
  - iii. Amounts of funds available, substantiated by presentation of the current bank statements or passbooks.
  - iv. Items, or an estimate of funds, of annually recurring expenditure not paid, for which funds will be required.
- E. Make no substantial alteration in the methods of dealing with receipts and expenditure, or in the form of account books and printed stationery without first obtaining a direction from the Committee. The Committee shall, if it thinks fit, direct the Treasurer and another Officer of the Club to obtain of the Honorary Auditors regarding the proposed alteration.
- F. Prepare an Annual Statement of Receipts and Expenditure and such other forms of account as may be required and submit same duly audited to the Annual General Meeting and audited original copy of such accounts shall be fixed in the Minute Book next to the minutes of the Annual General Meeting at which they are read.
- G. Be entitled to attend, ex-officio, and receive a copy of the minutes of meetings of any Sub Committee which may be dealing with matters involving the expenditure of Club funds.
- H. Attend to insurance of property as required and give adequate notice to the Committee of the dates upon which the renewal of current policies may be required.
- I. Cancel and stop payment of any cheque issued by the Club which is not presented and cleared by the Bank within twelve (12) months of the date of the cheque, which shall then be written off and the payee shall lose all rights to the amount of said cheque.

R10

Executive Committee and Committee members are required to sign a general confidentiality agreement at the beginning of each new year. Issues deemed confidential at meetings should not be discussed outside of the elected committee or where others may over hear.