
**Springwood (Blue Mountains)
Netball Club Inc.**

Constitution



1. NAME

The name of the club is Springwood (Blue Mountains) Netball Club Inc. (hereinafter called “the Club”).

2. OBJECTS

- a. To foster and promote playing of netball and the establishment of netball competitions within the Blue Mountains.
- b. To provide a basis within the Club for instruction and training in the playing of netball and the selection and management of senior and junior teams to take part in the competitions organised by the Club’s Affiliated Association or any other association.
- c. To register with the Club’s Affiliated Association and to co-operate with and support that Association and its maintenance.
- d. To promote the ideals of group sport, amateurism and sportsmanship amongst members of the Club and as a club.

3. MEMBERSHIP

- a. As soon as practicable after the receipt of an application for membership, it shall be considered by the Executive Committee who shall thereupon determine upon the admission or rejection of the applicant. In no way shall the committee be required to give any reasons for the rejection of an applicant.
- b. A register of members and players shall be kept showing in respect of each member, their name, address and the date of commencement of membership.
- c. It is a condition precedent to any application that the applicant be of amateur status.
- d. The initial application of any person under the age of eighteen years shall be accompanied by the consent of a parent or guardian of such person.
- e. It is a condition of membership that all members must abide by the relevant Codes of Conduct as set down by the Club’s affiliated Association and Netball NSW – under membership in the Constitution.

4. MANAGEMENT

- a. The management of the Club shall be vested in an Executive Committee consisting of the office-bearers and such other members as may from time to time be deemed necessary and elected at an Annual General Meeting or co-opted by the Executive Committee.
- b. The following non- Executive Positions will also be elected at the Annual General Meeting.
 - i) Delegate(s) to the Club’s Affiliated Association Council Meetings
 - ii) Building and Grounds Committee Delegate to the Club’s Affiliated Association
 - iii) Grading Sub-Committee
- c) No member of the Executive Committee shall be appointed to any salaried Office of the Club or any office of the Club paid by fees and no remuneration or other benefit in money or money’s worth shall be given by the Club to any member of the Executive

Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Club and reasonable and proper rent for premises let to the Club.

5. OFFICE-BEARERS

The office bearers shall consist of a President, Vice President, Secretary, Treasurer, Registrar, Umpires Convenor, Coaches Convenor, Equipment Officer, Carnival Secretary and Social Secretary and such other officers as shall be decided by the members of the Club at the Annual General Meeting. The office-bearers and the other members of the Executive Committee shall be elected annually at the Annual General Meeting. (Any casual vacancy occurring among the office-bearers may be filled by the Committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced.)

6. DUTIES OF OFFICE-BEARERS

The duties of office-bearers are as follows:

a. The President

- ~ shall chair all meetings of the Club;
- ~ attend all General and Executive Meetings of the Club;
- ~ perform any duties allocated by the Club's affiliated association;
- ~ prepare a report for presentation at the annual general meeting.

b. The Vice President

- ~ will assist the President and stand in the President's stead in the above duties if required;
- ~ attend all General and Executive Meetings;
- ~ prepare a report for presentation at the annual general meeting.

c. The Secretary

- ~ attend all General and Executive Meetings of the Club;
- ~ shall record the proceedings of all meetings of the Executive Committee and the Club;
- ~ receive and despatch all correspondence under the Executive Committee. ~ maintain a register of life members;
- ~ prepare a report for presentation at the annual general meeting.

d. The Treasurer

- ~ attend all General and Executive Meetings of the Club;
- ~ shall record all financial transactions of the Club;
- ~ shall receive all funds for and recommend all payments by the Club;
- ~ bank all monies within seven (7) days of receipt;
- ~ prepare a report for presentation at the annual general meeting.

e. The Registrar

- ~ attend all General and Executive Meetings of the Club;
- ~ shall be responsible for the registering of all players with the Club's Affiliated Association and for the keeping of all such records as so stated;
- ~ maintain a record of the Club's members;
- ~ prepare a report for presentation at the annual general meeting.

f. The Umpires Convenor

- ~ attend all General and Executive Meetings of the Club;
- ~ be responsible for the distribution of relevant information regarding umpiring;
- ~ shall arrange the availability of suitable umpires for all games allocated by the Club's Affiliated Association;
- ~ organise and arrange the coaching and grading of umpires where necessary;
- ~ advise Club umpires of requirements for upgrading, re-sitting exam etc;
- ~ keep a record of National Badge umpires and Association Badge umpires within the Club;
- ~ maintain records of games umpired for submission to the Treasurer at the end of competition;
- ~ prepare a report for presentation at the annual general meeting.

g. The Coaching Convenor

- ~ attend all General and Executive Meetings of the Club;
- ~ arrange coaching assistance to the Club as requested;
- ~ allocate coaches to all junior teams and senior teams where possible;
- ~ be responsible for the distribution of relevant information regarding coaching.
- ~ prepare a report for presentation at the annual general meeting.

h. The Equipment Officer

- ~ attend all General and Executive Meetings of the Club;
- ~ maintain records of the Club's equipment;
- ~ liaise with teams regarding equipment needs;
- ~ order equipment as required.
- ~ prepare a report for presentation at the annual general meeting.

i. The Social Secretary

- ~ attend all General and Executive Meetings of the Club;
- ~ be responsible for the organisation of the Club's Ground duties;
- ~ be responsible for the preparation and distribution of the Club's monthly newsletter;
- ~ ensure match reports are publicised;
- ~ prepare a report for presentation at the annual general meeting.

j. The Carnival Secretary

- ~ attend all General and Executive Meetings of the Club;
- ~ establish a list of carnival dates and present to each team;
- ~ submit all carnival nominations to the Club's Affiliated Association;
- ~ liaise with Umpires Convenor to secure umpires for Carnivals;
- ~ liaise with the Treasurer to arrange payments for carnival umpires;
- ~ prepare a report for presentation at the annual general meeting.

7. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time and the Secretary on the requisition of any two members of the Committee summon a meeting of the Committee.
- b. Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of

the Committee. In case of an equality of votes the Chairman of the meeting shall have a casting vote.

- c. The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum, the continuing member or members may act for the purpose of increasing the number of members of the Committee from amongst the members, which they are hereby empowered to do, or of summoning a general meeting of the Club, but for no other purpose.

8. VACATION OF OFFICE

The office of a member of the Executive Committee shall become vacant:

- a. Upon the member's decease;
- b. If they become bankrupt or makes an arrangement or composition with their creditors generally;
- c. If they become mentally ill or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- d. If they resign office by notice in writing to the Club;
- e. If they are absent for more than two thirds of the meetings without leave of the Committee from meetings of the Committee held during that period;
- f. If they cease to be a member of the Club;
- g. Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purpose, to remove the member from office;
- h. If they hold any office of profit under the Club;
- i. If they are directly or indirectly interested in any contract or proposed contract with the Club.

9. FINANCIAL YEAR

The financial year shall conclude on July 31st in each year.

10. ANNUAL GENERAL MEETING

The Annual General Meeting of the members shall be held within four weeks of the completion of the winter competition. The Annual Reports and Financial Statements shall be presented.

11. SPECIAL GENERAL MEETINGS

Any three members of the Executive Committee may at any time convene a Special General Meeting of the Club. Special General Meetings shall also be convened by the Secretary upon the written request of not less than ten per centum in number of the members of the Club and shall be held within a period of one month from date of receipt of the request.

12. QUORUM

At meetings of the Members a quorum shall consist of ten members and at the Executive Committee Meetings shall consist of three members. Should within the time set down for a meeting to commence a quorum be not present, then the meeting shall be adjourned to a time and place stipulated by the Chairman at the meeting.

13. PROCEEDINGS AT GENERAL MEETINGS

- a. The President shall preside as Chairman at every general meeting of the Club, but if they are not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, then the Vice President shall take the chair, or if both are absent then the members present shall elect one of their number to be chairman of the meeting, a simple majority sufficing.
- b. The Chairman may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for more than thirty days notice of the adjourned meeting shall be given as in the case of an original meeting.
- c. At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least three members present. Unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Club shall each be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
- d. If a poll is duly demanded it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting of which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- e. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a casting vote.
- f. Each member present and voting at a general meeting of a club shall have one vote.

14. NOTICE OF MEETINGS

The Secretary shall give at least seven days notice of all general meetings to the members of the Club specifying the place, the day and the hour of the meeting.

15. FUNDS

- a. All monies received by the Club shall be handed to the Treasurer within 7 days of receipt and shall then be deposited intact at the earliest possible date to the credit of the Club's Bank Account. Receipts for monies received shall also be given promptly.
- b. All payments made by the Club shall be paid by cheque signed by any two of the President, Secretary or Treasurer.

16. AUTHORISATION OF ACCOUNTS

All accounts shall be presented to and passed for payment at a general meeting and full details of all such approvals shall be entered in the Minutes.

17. REGISTRATION AND PLAYING FEES

Registration and playing fees shall be fixed, regulated and controlled by the Executive Committee and the manner of collection of such fees shall be at the discretion of the Executive Committee.

18. AUDIT

The Auditor will be appointed by the Executive Committee. They shall examine all accounts, vouchers, receipts, books etc., and shall furnish a report thereon to the members at the next Annual General Meeting. Audits shall be conducted at regular intervals of not more than twelve months. An auditor shall not be a member or closely related to a member of the Executive Committee.

19. MINUTES

The Executive Committee shall cause minutes to be made:

- a. Of all the appointments of office bearers and members of the Committee;
- b. Of the names of members of the Committee present at all meetings of the Club and of the Committee;
- c. Of all proceedings at all meetings of the Club and of the Committee. Such meetings shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

20. EXPULSION OF MEMBERS

A member may be expelled from membership of the Club by the Executive Committee, if in the opinion of such Committee, after affording such member an opportunity of offering the Committee an explanation of the member's conduct either verbally or in writing as the Committee may decide. The conduct of the member is such as to be detrimental to the best interest of the Club provided that:

- a. Such expulsion shall not be effective unless it is confirmed by a majority of members present at a Special General Meeting of members convened to consider the expulsion.
- b. Such Special General Meeting is held within a month from the date of the decision of the Executive Committee to expel the member.

- c. At such Special General Meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of their conduct verbally or in writing at the option of such member.
- d. The voting at such Special General Meeting shall be by ballot if not less than ten members present thereat shall so demand.
- e. It shall be in the power of the Committee to exclude such member from participation in the affairs of the Club until such Special General Meeting shall be held.

21. LIFE MEMBERS

- a) Life membership for the Club may be awarded to a person who has given a minimum of eight years service to the club. This service does not have to be continuous nor does it have to be in the same role. It does, however, have to be service to the club in the form of administration, coaching, umpiring or any other assisting capacity, not for simply playing for the club.
- b) In order for life membership to be given the following procedure should be followed:
 - i) The person's nomination must have three signatures of endorsement. Two people endorsing this nomination must be from the current Executive Committee and one signature must be from a life member.
 - ii) Written notification of nomination of a life membership must be given to the members of the club at least one week prior to the Annual General Meeting.
 - iii) Voting on the nomination for life membership can only take place at an Annual General Meeting.

22. DISSOLUTION

- a. The club shall be dissolved in the event of the membership being less than one team or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- b. Upon a resolution being passed in accordance with paragraph (a) of this rule all assets and funds of the Club on hand shall, after the payment of all expenses and liabilities, be handed over to a nominated local charity, as a simple majority of the members of the Special General Meeting so convened or at a subsequent Special General Meeting, may decide.
