

Green Hills Netball Club Inc

Constitution 2007

Changes as adopted @ 2011 AGM

Changes as adopted @2022 AGM

Registration No INC9877930

Table of Contents

1. Title
2. Colour
3. Aims
4. Membership
5. Register of Members
6. Registration of Members
7. Members Liabilities
8. Disciplining of Members and the Removal of a Member
9. Tribunal Committee
10. Dispute Committee
11. Executive Committee and Officials of The Club
12. Annual General Meetings
13. Special General Meeting
14. General Meetings
15. Finance
16. Equipment
17. Custody and Inspection of Books
18. Dissolution of The Club
19. Alterations of Constitution, By-Laws and Orders.
20. Standing Orders
21. By-Laws

1. Title.

The name of the CLUB shall be "GREEN HILLS NETBALL CLUB INC" (thereafter known as 'the Club')

2. Colours.

The Club's colours shall be navy blue, emerald green and white. The players must wear the club's H.C.N.A approved uniform.

3. Aims.

The aims of the club shall be:

- A. To affiliate with H.C.N.A.
- B. To promote the game of netball in a competitive and friendly manner.
- C. To promote, encourage and provide facilities for the education, practice and playing of the sport of netball.
- D. To facilitate and promote the training of umpires, coaches and managers.
- E. To settle disputes or questions on any matters relating to the Club or its members.
- F. To collect, distribute and publish to its members any appropriate information in connection with netball.
- G. To ensure the adoption of, and compliance with, the rules of netball.
- H. To promote the health and safety of players.

4. Membership.

- A. A member is defined as any parent/guardian of a registered player less than 18 years of age or any person 18 years of age or over.
- B. Membership is open to any person interested in the aims of the Club and who shall agree to adopt and comply with this Constitution and the Rules and By-Laws of the Club.
- C. The Club may, at its absolute discretion, allow non-playing members to become an associate member and the associate member may hold any position on the Club's Executive or be an Official of the Club including Delegate to H.C.N.A.
- D. A person/player is not considered to be a member unless they are financial.
- E. A financial member is a member who has paid all club fees as set out in the constitution Clause 6 (E) Registration of Members.
- F. Any registered playing or associate member who is financial shall have the right to vote at the AGM or Special/General meeting. In the case of playing members under the age of 18 years a parent may, separate from any other voting rights they may have as a member or associate member, exercise their child/children's right to vote provided that where this right is exercised, only one vote, irrespective of the number of playing children in the family shall be permissible, in addition to any other voting rights they may have.
- G. Life membership may be awarded by the Club's Executive to any member who, having been a financial member for at least ten (10) years has provided outstanding service to the Club. A life member shall be entitled to attend all meetings and shall have full voting rights. A playing Life member shall be exempt from paying any registration fees. The Club shall pay the Life member's non-playing or playing fee to H.C.N.A.
- H. An Honorary membership may be awarded by the Club's Executive to any member who, having been a financial member for at least five (5) years has provided outstanding service to the Club. A financial Honorary member shall be entitled to attend all meetings and shall have full voting rights. A playing honorary member shall only have to pay the H.C.N.A component of the fee structure when registering with the Club. The Club shall pay the Honorary member's non-playing fee to H.C.N.A.
- I. A person ceases to be a member of the Club if that person:
 1. Resigns as a member
 2. Is expelled from the Club
 3. Dies,

4. Is unfinancial.

- J. Membership is not capable of being transferred or transmitted to another person.
- K. New membership may be refused if the Club is unable to find a suitable team for the player to join i.e. correct age group, appropriate level of play
- L. Any person wishing to join the Club shall pay a membership fee of \$1.00 (one dollar).

5. Register of Members.

The Public Officer of the Club shall be the Secretary who shall establish and maintain a register of members, specifying the name and address of each person who is a member of the Club.

6. Registration of Members.

- A. All Registration details for the new playing season will be outlined on the clubs website.
- B. Registration Day shall be held each year in January / February.
- C. Registration fees in the case of playing members must be paid in full on or before Registration Day each year. Exceptions to this are:
 - 1. Where a member has contacted the Secretary /Treasurer prior to registration day making alternative arrangements due to financial difficulties
 - 2. Where a member cannot attend registration day but has contacted the Secretary/Registrar to make alternative arrangements.
- D. The registration fee payable shall be determined by the Executive Committee as soon as possible after H.C.N.A fees have been determined.
- E. The membership fee payable by a club member shall not be less than the annual fee paid to H.C.N.A as a member. The fee shall include costs to cover all expenses such as:
 - 1. H.C.N.A Fees (includes Netball Australia, NetballNSW, Sports Council Fees)
 - 2. H.C.N.A First Aid Fee
 - 3. Purchase of new equipment for the Club such as balls, patches, medical equipment, training equipment
 - 4. Liabilities of the club such as electricity, accounts or fines issued by H.C.N.A etc..
 - 5. The Club \$1.00 (one dollar) membership fee
 - 6. Umpire / court fees
- F. All members must be financial before taking the court on the first day of play except in the circumstances set out in the constitution Clause 6 (C), Registration of Members.
- G. Any player not financial at the start of the second round except in the circumstances set out in the constitution Clause 6 (C), Registration of Members will be issued with a letter of warning. If they continue to be unfinancial after the letter of warning has been issued they may be prevented from taking the court in future games by a decision of the Executive Committee.
- H. At registration day all new Umpires, Coaches, Asst Coaches, Managers and Executive Committee and Officials of the Club must provide a valid Working With Children Check which will be held on file by the Secretary
- I. At Registration Day all members must be registered according to NetballNSW requirements

7. Members Liabilities.

The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the members in respect of membership of the club.

8. Disciplining of Members and the Removal of a Member.

- A. The authority of the Executive Committee and the Club Constitution and its affiliation with H.C.N.A's Constitution shall be recognised by all Players, Members, Honorary Members, Life Members and Associate Members

- B. The Executive Committee of the Club shall have the power to deal and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and By-laws and upon any complaint made to it of conduct detrimental to the aims, interests or reputation of the Club by any person to whom this Constitution applies.
- C. Any questions, complaints or disputes in regards to a player/s, team, member or the general running of the Club should be lodged in writing to the Club's Secretary whereby an Executive Committee meeting will be called within seven (7) days of receiving the letter to address the matter and decide an appropriate course of action.
- D. At this meeting the player/s, team or member must be given the opportunity to be heard and consideration be given to any written statement submitted by the player/s, team or member
- E. The Executive Committee may, at its discretion, caution or fine any player/s, team or, member of the Club for any offence, In the case of a serious offence; the Club may suspend or expel any player/s, team or member.
- F. The player/s, team or member shall receive in writing notification of the Executive Committee's decision in regards to any complaint, question or dispute received in reference to them. No player/umpire/coach/asst. coach/manager/team or member less than 18 year of age shall be spoken to or written to in regards to a complaint, dispute or question lodged about them to the Club's Secretary unless in the presence of a parent or legal guardian.
- G. The player/s, team or member shall have the right of appeal in writing to the Clubs Tribunal Committee within seven (7) days of the date of notification of the disciplinary action to be taken by the Club.

9. Tribunal Committee.

- A. A Tribunal Committee hearing may take place if a player/s, team or member chooses to appeal disciplinary action to be taken by the Club against them.
- B. The player/s, team or member must lodge their appeal to the Executive Committee within seven (7) days of hearing of the disciplinary action.
- C. The Tribunal committee hearing shall take place within fourteen (14) days of receiving the appeal
- D. The Tribunal Committee shall consist of five (5) members of the Club all of whom are approved of by the Executive Committee and the appealing player/s, team or member.
- E. The Appeals Tribunal shall hear all the details of the alleged complaint; question or dispute in full provided it does so in accordance with the principles of natural justice.
- F. The Appeals Tribunal has the jurisdiction to vary the penalty imposed by the Executive Committee.
- G. Decisions of the Appeals Tribunal will be binding and final upon the Executive Committee and the player/s, team or members.

10. Dispute Committee.

- A. When necessary a Dispute Committee may be formed to adjudicate disputes between members. This Dispute Committee shall consist of the President, one (1) member of the Executive Committee and one (1) other member appointed by the Executive Committee.
- B. At least seven (7) days written notice of the dispute shall be provided to all parties concerned so that all members who may be affected may have the opportunity to attend the meeting.
- C. All decisions made by the Dispute Committee shall be considered final.

11. Executive Committee and Officials of the Club.

- A. The ballot for the election of the office bearers to form the Executive Committee and the Officials of the Club shall take place at the conclusion of the business of the Annual General Meeting.
- B. The following office bearers shall be elected:
 - President
 - Vice President
 - Secretary
 - Treasurer

Umpire Convenor
Registrar
Coaches Convenor
Uniform and Equipment Officer
Fundraising Convenor

The persons elected to the offices of President, Vice President, Secretary and Treasurer shall constitute the **Executive Committee**.

All other persons elected to positions of the club are considered to be **Officials of the Club**.

- C. The Executive Committee Shall control and manage the affairs of the Club
- D. The Executive Committee shall exercise the functions and powers of the Club between meetings and its decisions shall be subject to ratification by members at its next general meeting
- E. Nominations for election to Executive Committee or an Official of the Club signed by two (2) financial members and with the written consent of the nominee shall be lodged with the Secretary not later than seven (7) days prior to the meeting at which the elections are to be held. The nominee must be a financial member.
- F. The Executive Committee has the right to accept/reject any nomination with just cause.
- G. At the A.G.M all Executive Committee and Officials of the Club positions shall be filled. Nominations may be called from the floor of the meeting if no written nomination has been received. A secret ballot will take place when more than one (1) nomination is received for any one (1) office.
- H. All existing office bearers shall be eligible for re-election.
- I. Persons elected to the Executive Committee or Officials of the Club shall assume office at the commencement of the first meeting of the Club after the A.G.M and shall hold office for the following year.
- J. A vacancy shall be deemed to have occurred in respect of the office of any Executive Committee member who has, without reasonable cause or leave of the Executive Committee, failed to attend three (3) consecutive meetings of the Executive Committee.
- K. Where a vacancy occurs in the office of any member of the Executive Committee such vacancy can be filled by the Club following the procedure outlined in the constitution Clause 11 (E & G), Executive Committee and Officials of the Club.
- L. The Executive Committee is empowered by its members to take disciplinary action pursuant to this Constitution and By Laws against any member/umpire/coach/asst. coach/manager/player/s or team.
- M. No Executive Committee or an Official of the Club shall be entitled to receive remuneration from the Club for any services provided as an office bearer.
- N. Two (2) Executive Committee members shall attend H.C.N.A monthly council meetings and report back to the executive where appropriate.
- O. Executive Committee meetings may be called throughout the year as required either by the President or Secretary.
- P. Where the Executive Committee is required to make a decision to do with the control and managing the affairs of the Club, in the case of a tied vote; the President shall have the casting vote.
- Q. The Executive Committee may transact it's business by the circulation of papers, including by electronic means, among the committee members and if a resolution is approved in writing by a majority of committee members it is taken to be a decision of the committee made at a meeting of the committee.
- R. The Executive Committee and Officials of the Club may transact it's business at a meeting at which one or more committee members participate by telephone or other electronic means provided that a member who speaks on a matter can be heard by the other members.

12. Annual General Meeting.

- A. The Annual General Meeting shall be held in October/ November of each year.

- B. All financial members shall be entitled to attend and vote at any Annual General meeting. Voting shall be conducted in accordance with the constitution Clause 4 (F), Membership.
- C. Not less than twenty- eight (28) days' notice of the date of the Annual General Meeting of the Club shall be provided to all members.
- D. The business of the Annual General Meeting shall be:
 - 1. Confirmation of the Minutes of the previous Annual General Meeting.
 - 2. Presentation of completed accounts and stock reports.
 - 3. Such other business as the meeting thinks fit.
 - 4. Election of office bearers, Executive Committee and Officials of the Club
 - 5. Voting on any proposed amendments to the Constitution
- E. Office Bearers appointed at the Annual General Meeting shall assume office at the conclusion of the A.G.M.
- F. No voting by proxy shall be allowed at any Annual General Meeting
- G. The minutes of the previous years Annual General meeting shall be distributed to all Executive Committee members and Officials of the Club as well as all members present at the meeting requesting a copy.
- H. In the case that a financial member with the intention of attending the AGM and voting on a resolution listed in the agenda becomes incapacitated and unable to attend, they may provide their vote directly to the Secretary by way of electronic mail from their registered email address no less than 24hrs prior to the meeting.

13. Special General Meeting.

- A. A Special General Meeting shall be called by the Secretary:
 - 1. At the direction of the President, or
 - 2. On receiving a requisition for a Special General Meeting signed by not less than one third (1/3) of the members of the Executive Committee or Officials of the Club.
 - 3. Not less than seven (7) days written notice of the Special General Meeting shall be given to all members and each team's Manager or Coach {during the playing season} and to each Executive Committee member and official of the Club. The time, place and nature of the business to be considered shall be stated in the notification.
- B. No voting by proxy shall be allowed at any Special General Meeting
- C. All financial members shall be entitled to attend and vote at any Special General meeting. Voting shall be conducted in accordance with the constitution Clause 4(F) membership.
- D. In the case that a financial member with the intention of attending the Special General Meeting and voting on a resolution listed in the agenda becomes incapacitated and unable to attend, they may provide their vote directly to the Secretary by way of electronic mail from their registered email address no less than 24hrs prior to the meeting.

14. General Meetings.

- A. General meetings shall consist of the Executive Committee and Officials of the Club, Life Members, Honorary Members, Associate members and Team representatives and any other interested financial members.
- B. The club shall meet at the close of the AGM each year for a general meeting and at any time during the playing season as deemed necessary by the Executive Committee.
- C. Not less than seven (7) days notice shall be given to all Executive Committee and Officials of the Club, Life Members, Honorary members, Associate members, and Team representatives. The time, date and place of the meeting and any business to be dealt with shall be stated in the notification.
- D. The President shall chair all meetings, or in the case of absence, the Vice President, Treasurer or Registrar shall fill this position, in order of priority.
- E. A Quorum of 4 office bearers of the Club shall be required for each meeting and one of which must be a person who holds office as a member of the Executive Committee.

- F. All financial members shall be entitled to attend and vote at any general meeting. voting shall be conducted in accordance with the constitution Clause 4 (F), Membership.
- G. A secret ballot shall be held if requested by any member.
- H. In the case of a tied vote, the President shall have casting vote.
- I. No voting by proxy shall be allowed at any General Meeting
- J. In the case that a financial member with the intention of attending the General Meeting and voting on a resolution listed in the agenda becomes incapacitated and unable to attend, they may provide their vote directly to the Secretary by way of electronic mail from their registered email address no less than 24hrs prior to the meeting.
- K. It shall be the responsibility of each team's coach to ensure that an adult representative from each team is in attendance at all General meetings.
- L. The minutes of each General meeting shall be distributed to all Executive Committee members and Officials of the Club as well as all members requesting a copy.
- M. The Agenda for General Meetings shall be as follows:
 - 1. Open meeting
 - 2. Apologies
 - 3. Minutes of previous meeting
 - 4. Business arising from Minutes
 - 5. Correspondence
 - 6. Reports
 - President
 - Vice –President
 - Secretary
 - Treasurer
 - Umpire Convenor
 - Registrar
 - Coaches Convenor
 - Uniform/Equipment Officer
 - H.C.N.A. Representatives
 - Other
 - 7. General Business
 - 8. Date of Next Meeting
 - 9. Close of meeting

15. Finance.

- A. The finances of the club shall be derived from annual registration fees of playing members together with approved fund raising activities, sponsorship and donations.
- B. The bank accounts of the Club shall be kept at a financial institution with all payments requiring two (2) Executive Committee members internet banking approval
- C. All bank Statements are to be tabled at each and every meeting of the Club together with a written financial report.
- D. A set of completed annual accounts shall be presented at the AGM.
- E. All H.C.N.A fees are to be paid by the due date.
- F. All expenditure including the payment of fines is to be approved by the Executive Committee prior to payment.
- G. The financial year of the Club shall be from 1st October of each year through to 30th September the following year.
- H. Form 12 Annual Statement of The Department of Fair Trading shall be completed and lodged with the Department within twenty-eight (28) days of the Annual General meeting.

16. Equipment.

- A. The Club shall provide each team with training balls, match ball, training bibs, game bibs and any other equipment deemed necessary at the start of each playing season. All equipment shall be returned to the Secretary or Uniform and Equipment Officer by the 30th September of each year.
- B. All coaches must sign for allocated equipment at the beginning of the season and should return the equipment at the end of each season. Items unaccounted for or damaged is the responsibility of the Coach/Team and the Coach/Team may be required by the Executive Committee in its absolute discretion to replace such lost or damaged equipment if the Executive Committee deems the circumstances appropriate.

17. Custody and Inspection Of Books.

- A. Except as otherwise provided by this Constitution, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.
- B. The records of members, books of account and official Minutes of meetings of the Club shall be open to inspection, free of charge to any member of the Club at such reasonable hour as may be determined by the Public Officer. No member shall be entitled to take any copies of, or remove from the custody or control of the Public Officer, any records, books of account or official Minutes of meetings of the Club.

18. Dissolution Of The Club.

- A. The Club shall not be dissolved except by a resolution of not less than seventy five percent (75%) of members present and voting at a Special General Meeting of which twenty-eight (28) days written notice specifying the resolution to be proposed has been given to all members, Associate members, Life members and Honorary members.
- B. On dissolution of the Club, any property and finances remaining after the determination and settlements of all debts and liabilities shall be offered to one or more of the local schools, or held in trust by the H.C.N.A for future re-forming of the Club, at the discretion of the Executive Committee.

19. Alterations of Constitution, By-Laws and Orders.

- A. This Constitution, the By-Laws and any Standing Order of the Club can be altered by a special resolution passed by a majority of least seventy five percent (75%) of the members present and voting at the Annual General Meeting or Special General Meeting of the Club of which not less than twenty-eight (28) days written notice specifying the resolution/s to be proposed has been given to all members, Associate members, Life members and Honorary members.

20. Standing Orders.

- A. The Chair at all Club meetings will preserve order and rule on all points of order, decide priority of speakers in accordance with the order in which they catch their eye. All speakers will address the chair.
- B. No member shall interrupt another while that person is speaking.
- C. Each member shall be allowed 3 minutes to address the meeting {subject to extension by the Chair} and any mover of a motion 3 minutes in reply.
- D. No speaker shall speak more than once on a subject unless by way of personal explanation.
- E. Every motion and amendment to a motion shall have a seconder before taken into consideration. When an amendment is taken on a motion, no second amendment shall be taken until the first is disposed of. If that amendment is carried it shall be put as an original motion and further amendment may then be moved, but only one amendment may be submitted to a meeting at one time.
- F. The motion to pass on to the next business shall have priority over all other amendments and if this is carried the meeting shall at once proceed to the consideration of the next business.

- G. On a point of order being raised, the speaker who was interrupted shall take their seat until the Chair has made their ruling. The speaker may then resume their speech subject to the ruling. Should there be any dissent against the ruling, the reason shall be expressed and a vote taken without discussion.
- H. Discussion shall cease if a simple majority carries the motion {i.e. the question now being asked}.
- I. At an adjourned debate the mover of the adjournment shall be heard first.
- J. In the case of disorder arising during a meeting, the Chair shall have the power to adjourn the meeting to a date, time and place they shall so fix, and them leaving the chair shall terminate the business of the meeting.

21. By-Laws.

- 1. Office Bearers Roles and Responsibility
- 2. Canteen Duty.
- 3. Team Selection
- 4. Team Officials/ Appointments and Responsibilities
- 5. Team Numbers.
- 6. Presentation Day /Opening day
- 7. Awards
- 8. Fundraising
- 9. Courses
- 10. Information and Newsletters
- 11. Fines