

WAGGA WAGGA NETBALL INC. CONSTITUTION

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WAGGA WAGGA NETBALL INC. CONSTITUTION

1. GENERAL

A. 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 Wagga Wagga Netball Association Inc.;

'Club Delegate' means a duly appointed representative of an Affiliated Club of the Association;

'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;

'New South Wales Netball Association 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' means the members of the Executive Committee plus the Sub-Committee Convenors.

Delegate means those members appointed as Delegates of Clubs in accordance with Clause 5a of the Constitution and refers to all meetings of Delegates.

B. INTERPRETATION

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

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

The Delegates shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and associated Policies.

C. TITLE

The name of the Association shall be the Wagga Wagga Netball Inc.

D. COLOURS

The Association's colours shall be Black, White and Green

E. ASSOCIATION LOCATION

The Association office and facilities are located at Cnr Copland St and Koorungal Rd Wagga Wagga 2650.

F. BOUNDARIES

The Association's boundaries shall be as defined by the New South Wales Netball Association Limited and as reviewed from time to time.

G. OBJECTS

The objects of the Association shall be:

- i. to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- ii. to promote, regulate and control competition matches between Affiliated Clubs and to control all premierships and carnivals of the Association;
- iii. to select and manage the Association's representative teams;
- iv. to affiliate with and support the New South Wales Netball Association Ltd;
- v. to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- vi. to seek to resolve any and all disputes which may arise between members of the Association in all matters pertaining to the game of Netball within the boundaries of the Association;
- vii. to be a court of appeal in the case of an unresolved discipline matter or dispute connected with Netball within the area controlled by the Association.
- viii. To adopt such means of publicity considered beneficial to the Association.

The objects of the Association may only be altered in accordance with Clause 6 e) below.

H. PATRON

The Association may from time to time appoint one or more Patrons.

Any nomination received for the office of Patron shall be presented for ratification by the Council at an Annual General Meeting. The Council may also cancel any such appointment at an Annual General Meeting.

2. MEMBERSHIP

A. ORDINARY MEMBERSHIP

- i. The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the Rules and associated Policies of the Association.
- ii. Individual members of an Affiliated Club wishing to join the Association shall:
 - a. Complete the approved Register of Members Form held by the Association Registrar.
 - b. Pay the prescribed annual membership fees to the Association Treasurer or Registrar.
 - c. Individual members of an Affiliated Club upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play.
 - ii. Junior Players, who shall be aged 10 to 17 years of age at 31 December in the year of play.
 - iii. NetSetGo Players, who shall be aged 9 years and under at 31 December in the year of play.
 - iv. Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iii. A person ceases to be a Registered Member of the Association if the person:
 - a. dies;
 - b. ceases to be financial according to clause 2(c)(iii) below; or
 - c. is expelled from the Association under the authority of Clause 7 below.

B. LIFE MEMBERSHIP

- i. Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period as the Council deems appropriate.
- ii. Candidates for election for Life Members shall be nominated by two (2) members of the Wagga Wagga Netball Incorporated and forwarded to the Executive for consideration. This will be at least one (1) month prior to the September Executive meeting

- iii. The nominations will be voted upon by the Executive. Life Membership Awardees will be presented with the honour of Life Membership at the annual Wagga Wagga Netball Incorporated presentation function.
- iv. A Life Member shall be entitled to attend all Delegate, Special General, Annual General and any other Delegate meetings and shall have full voting rights.
- v. A person ceases to be a Life Member of the Association if the person:
 - a. dies; or
 - b. is expelled from the Association under the authority of Clause 7 below.

C. MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i. All Registered Members of the Association will be financial members for that calendar year (which covers all competitions and meetings conducted throughout that year).
- ii. A Registered Member ceases to be financial if she or he:
 - a. fails to renew her or his membership; or
 - b. fails to pay to the Association money she or he owes to the Association within the required timeframe.

D. REGISTER OF MEMBERS

- i. The Public Officer 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.
- ii. The Register of Members shall be kept at the principal place of administration of the Association and shall be open for inspection by any Registered Member of the Association at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

E. 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.

F. AFFILIATION OF CLUBS

In order to become affiliated with the Association, clubs must consist of one or more teams comprising Registered Members of New South Wales Netball Association Ltd.

G. CLUB DELEGATES

- i. Affiliated Clubs shall each have the right to nominate two Club Delegates to the Delegate meetings. Club Delegates must be a member of the relevant club.
- ii. At each meeting all Club Delegates present shall sign an attendance book and shall state the club that she or he represents at that meeting.
- iii. A Club Delegate may represent one club only at any meeting.

3. MEETINGS

A. MEETINGS – GENERAL PROCEDURE

- i. The President shall take the chair at all meetings of the Delegates or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii. If neither the President nor Vice President is present within thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii. A quorum for ordinary Delegates meetings shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one-quarter (1/4) of the Affiliated Clubs. A quorum for Executive Committee meetings shall consist of half (1/2) of the total number of the Executive Committee plus one.
- iv. If no quorum is present thirty (30) 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 eligible voter and to the Secretary of each Affiliated Club.
- v. The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.
- vi. Questions arising at an ordinary meeting of the Delegates, Executive Committee or any Sub-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.
- vii. In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- viii. There shall be no voting by proxy except where a Convenor authorises a Sub-Committee member to attend a meeting at which she or he is eligible to vote in her or his place.
- ix. Meeting procedure shall be further guided by Standing Orders as defined in the New South Wales Netball Association Ltd Constitution.

B. ANNUAL GENERAL MEETING

- i. An Annual General Meeting of the Association shall be held in September. of each year.
- ii. Voting at the Annual General Meeting is open to all financial members of the Association, 18 years of age or older. There will be no voting by proxy.
- iii. Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Member, Club Delegate and the nominated member of each Affiliated Club.
- iv. A quorum for an Annual General Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and at least one-third (1/3) of the Club Delegates.
- v. The business of the Annual General Meeting shall be:
 - a. Confirmation of the minutes of the previous Annual General Meeting;
 - b. Consideration and adoption of the Annual Report and audited balance sheet;
 - c. Appointment of an auditor for the following year;
 - d. Such other business as the meeting thinks fit;
 - e. Election of Office Bearers.
- vi. The following Office Bearers shall be elected and shall form the Executive Committee: (Must be over the age of 18 years)

President

Vice President;

Secretary;

Treasurer;

Registrar

Junior Manager

Senior Manager

Night Manager

Representative Manager

- vii. The following positions shall be appointed by the Executive after expressions of interest for the positions.

Challenge Cup Manager, Umpires Convenor, Development Officer, Uniform Manager and other positions as required

Selection Committee as determined by Executive

- x. The Executive shall be elected at each Annual General Meeting. Nominations for the positions on the Executive shall be submitted in writing and published at the courts 7 (seven) days before the date of the Annual General Meeting. The written consent of the nominee must accompany each nomination. Nominations shall be accepted from the floor only where no written nomination has been received. A member appointed by the Executive may fill any casual vacancy occurring in the Executive.
- xi. To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.
- xii. Current Office Bearers shall be eligible for re-election.
- xiii. No person shall be elected to more than one (1) position as an Office Bearer.
- xiv. 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:
- xv. The Association may, 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 appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.
- xvi. An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

Office Bearers shall hold office for a maximum 4 years but may nominate for another Executive position at the end of their original tenure.

C. SPECIAL DELEGATE MEETINGS

- i. Special Delegate Meetings shall be called by the Secretary:
 - a. at the direction of the President;
 - b. upon receipt of a requisition signed by not less than one-third (1/3) of the members of Council.
- ii. All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii. Not less than twenty-one (21) days' written notice shall be given to Delegates and to the nominated member of each Affiliated Club, specifying the time and location of a Special Delegate Meeting, and the nature of the business to be considered.
- iv. A quorum for a Special Delegate Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one quarter (1/4) of the Affiliated Clubs.
- v. The Executive is responsible for the setting of Delegate Meetings, and at least 14 days notice shall be given.
 - a. The quorum for a Delegate Meeting shall be twelve (12) members present in person and entitled to vote.

- b. Two representatives of a club shall attend Delegate Meetings and be entitled to vote. All votes shall be given personally, and there shall be no voting by proxy.
- c. Voting at Delegate Meetings shall be by a show of hands, unless a secret ballot is demanded. Decisions shall be made by a simple majority vote
- d. In the case of an equality of votes, the person appointed to chair the Delegate Meeting should have a second or casting vote.

4. ORGANISATIONAL STRUCTURE

A. DELEGATE

- i. The Delegate shall consist of:
 - a. the Office Bearers of the Association;
 - b. Life Members;
 - c. two (2) Club Delegates from each Affiliated Club.
- ii. The Delegates shall meet at least five (5) times each year on dates to be fixed by the Council. At least three of these meetings shall be held between February and August inclusive.
- iii. Not less than seven (7) days' written notice shall be given specifying the time and place of the meeting of Delegates and any special business to be dealt with.
- iv. Order of business at Delegate meetings shall be:
 - a. Apologies;
 - b. Confirmation of Minutes;
 - c. Business Arising from Minutes;
 - d. Notices of Motion;
 - e. Elections;
 - f. Correspondence and business arising;
 - g. Treasurers Report
 - h. General Business
- v. Association delegates to other organisations shall submit a written report to the Secretary of all meetings/functions attended on behalf of the Association within twenty-eight (28) days of such meeting/function.

B. POWERS OF DELEGATES

- i. The Delegates shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
- ii. to control and manage the affairs of the Association;
- iii. to fix fees payable by members and to enforce payment thereof;
- iv. 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;
- v. 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
- vi. to appoint two (2) delegates to represent the Association on the Council of the New South Wales Netball Association Ltd.;
- vii. to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
- viii. to submit supplementary lists with the names and addresses of new members of New South Wales Netball Association Ltd., be forwarded monthly to the registered office of the New South Wales Netball Association Ltd.;
- ix. all such lists shall differentiate between classes of members;
- x. each list shall be accompanied by a cheque to cover the total payable as fees by the persons so listed;

C. EXECUTIVE COMMITTEE

- i. The Executive Committee shall consist of the following voting members:

President

Vice President;

Secretary;

Treasurer;

Registrar

Junior Manager

Senior Manager

Night Manager

Representative Manager

- ii. Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting.
- iii. 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.
- iv. Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v. Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 3 b) xvi).
- vi. The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

D. DUTIES OF EXECUTIVE COMMITTEE

- i. The Executive Committee shall exercise the functions and powers of the Delegates between meetings of the Delegates and its decisions shall be subject to ratification by the Delegates at the next meeting.
- ii. Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information prior to the announcement of such selected teams.
- iii. Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv. Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- v. Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- vi. The Executive may delegate duties as seen fit
- vii. Approve the Association Report to be presented to the New South Wales Netball Association Ltd.

E. SUB-COMMITTEES

- i. The following Sub-Committees shall be appointed if required after the Annual General Meeting each year:
 - a. Canteen (comprising four (4) members,
 - b. Selection Committee: 5 members with a quorum of 3,

- c. Discipline (comprising three (3) elected members plus the Discipline Convenor plus one (1) member nominated by the Executive Committee. Two (2) Reserve members shall also be elected.
 - d. Representative Committee (comprising Representative Coaches plus the Representative Convenor (as Convenor)
 - e. Umpires Committee (comprising four (4) members plus the Umpires Convenor (as Convenor)).
- ii. The following Sub-Committee shall be a casual committee convened as required:
 - a. Appeals (comprising one nominated delegate from each Affiliated Club not involved in the discipline matter under consideration plus the Vice President as Convenor).
 - iii. Members of Sub-Committees shall be Registered Members of the Association.
 - iv. Excluding the President, Secretary and Treasurer of the Association, members of the Executive Committee are eligible to stand for election to Sub-Committees, but may not be elected the Convenor thereof.
 - v. No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Sub-Committees.
 - vi. The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee.
 - vii. With the approval of Delegates, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
 - viii. The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
 - ix. The Delegates may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
 - x. Casual Sub-Committees may be appointed by Delegates from time to time to fulfil a particular function.
 - xi. Nominations for any Sub-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 Delegates approval.
 - xii. Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Delegates.
 - xiii. Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Delegates for ratification.

5. DUTIES

A. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i. The PRESIDENT shall:

- a. preside at meetings of the Association and direct where necessary.
 - b. be Convenor of the Discipline Committee
- ii. The VICE PRESIDENT shall:
- a. assist the President and perform such other duties as directed by Delegates
 - b. shall be appointed as Convenor of the Appeals Committee convened as required
 - c. co-ordinate sponsorship of the Association
- iii. The SECRETARY shall:
- a. act as the Public Officer of the Association;
 - i. The Executive may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older, and a resident of New South Wales.
 - ii. The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - Death;
 - Resignation;
 - Removal by the Executive or at a Delegates Meeting;
 - Mental illness;
 - Bankruptcy or financial insolvency;
 - Residency outside New South Wales.
 - iii. When a vacancy occurs in the position of Public Officer the Executive shall within 14 days notify the Corporate Affairs Commission by the prescribed form in the following circumstances:
 - Appointment (within 14 days);
 - A change of address (within 14 days);
 - A change in the Association's objects and rules (within one month);
 - A change in the membership of the Executive (within 14 days) of the Association's financial affairs (within one month of the Annual General Meeting);
 - A change in the Association's name.

- b. maintain a register of Life Members;
 - c. maintain a register of Registered Members;
 - d. maintain a register of Affiliated Clubs;
 - e. maintain a register of Delegate names and addresses;
 - f. be responsible for correspondence and issue notices as required;
 - g. arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
 - h. be responsible for the presentation of the Executive Committee report to Delegates;
 - i. conduct such other business as directed by Delegates;
 - j. prepare and submit applications for State or other grants;
 - k. issue an official order to any person authorised to purchase on behalf of the Association.
- iv. The TREASURER shall:
- a. be responsible for all funds that may be established by the Association;
 - b. keep a record of all assets, liabilities, and properties of the Association;
 - c. keep necessary books of account and produce them on the instruction of Delegates;
 - d. receive all monies payable to the Association and issue receipts as required;
 - e. bank all monies within seven (7) days of receipt;
 - f. pay accounts passed for payment;
 - g. pay other accounts as necessary and have these ratified at the next meeting;
 - h. send accounts as required;
 - i. submit a written financial report to each Delegates meeting;
 - j. pay the annual New South Wales Netball Association Ltd. fees by the due date;
 - k. present an audited Balance Sheet at the Annual General Meeting.
 - l. be responsible for the distribution of relevant information regarding umpiring;
 - m. ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Delegate meetings.
 - n. be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;

- o. ensure that in her or his absence a representative appointed from the Coaching Sub-Committee attends Delegate meetings;
 - p. be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
 - q. be responsible for the organisation of coaching courses to be conducted by the Association.
- v. The REGISTRAR shall:
- a. maintain and coordinate the MYNetball portal
 - b. attend Executive and Delegates meetings as required
 - c. be available to assist Clubs and individuals with registration for all competitions run by WWNI
 - d. liaise with Netball NSW regarding issues with registration
 - e. liaise with Competition Managers to ensure all individual players are registered and names on team sheets are correct
 - f. liaise with Representative Manager ensuring all Representative players are registered.
 - g. Register all Executive, Life members and Representative Coaches.
- vi. The REPRESENTATIVE COORDINATOR shall
- a. be responsible for all aspects of marketing and purchasing for Representative Teams;
 - b. be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
 - c. be Convenor of the Representative Teams Sub-committee and as such be responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, travel and accommodation arrangements etc.;
 - d. advise the Secretary of all such arrangements.
- vii. The JUNIOR MANAGER shall:
- a. Attend all meetings of the Association, the Executive, the Match Committee and the Selection Committee;
 - b. Organise and co-ordinate the various competitions run by the Association;
 - c. Appoint a Match Committee as required of three (3) or more people
 - d. Representative Selector at representative trials

- viii. The SENIOR MANAGER shall:
 - a. Attend all meetings of the Association, the Executive, the Match Committee and the Selection Committee;
 - b. Organise and co-ordinate the various competitions run by the Association;
 - c. Appoint a Match Committee as required of three (3) or more people
 - d. Representative Selector at representative trials
- ix. The NIGHT MANAGER shall:
 - a. Attend all meetings of the Association, the Executive, the Match Committee and the Selection Committee;
 - b. Organise and co-ordinate the various competitions run by the Association;
 - c. Appoint a Match Committee as required of three (3) or more people

6. ADMINISTRATION

A. FINANCE

- i. 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.
- ii. The main 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, Secretary, Treasurer or Executive Assistant.
- iii. The banking accounts of the Representative Teams 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, Secretary, Treasurer and Executive Assistant
- iv. The Financial Year of the Association shall commence on July 1 and end on June 30th of each year.
- v. The current bank statements/pass books shall be tabled at each meeting of Council, together with a written financial report.
- vi. The books of the Association shall be audited each year by a qualified person who is not a member of the Association.
- vii. An audited balance sheet shall be presented to each Annual General Meeting.
- viii. All New South Wales Netball Association Ltd fees shall be paid by the due date.

B. COMMON SEAL

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

C. CUSTODY OF BOOKS

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.

D. INSPECTION OF RECORDS

Any Registered Member may inspect the books of account and minute book of the Association at any reasonable time.

E. ALTERATIONS TO THE CONSTITUTION AND POLICIES OF THE ASSOCIATION

This Constitution, and the Policies of the Association may be altered by special resolution passed by at least three-quarters (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.

Any alteration made to the Constitution or Policies of the Association shall be forwarded to the New South Wales Netball Association Ltd within twenty-eight (28) days of the meeting at which such alteration was made.

F. DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters (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.

On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the New South Wales Netball Association Ltd to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.

G. DISCIPLINE refer to the Disciplinary Procedures Appendix D

APPENDICES

- A. Association By-Laws**
- B. Role descriptions**
- C. Representative Policy**
- D. Disciplinary Procedures**

APPENDIX B: ROLE DESCRIPTIONS

The **UMPIRES CONVENOR** shall:

- a) be the holder of a National Umpires Accreditation;
- b) be the Convenor of the Umpires' Subcommittee;
- c) organise and arrange the coaching and grading of umpires where necessary;
- e) keep a record of National badged umpires
- f) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;
- g) research and institute methods of encouraging and improving umpiring within the Association;
- h) arrange umpiring assistance to clubs as requested;

The **DEVELOPMENT OFFICER** shall:

- a) be the holder of at least a Level 1 Coaching Accreditation;
- b) be the convenor of the Coaching Subcommittee;
- c) research and institute methods of encouraging and improving coaching within the Association;
- d) arrange coaching assistance to clubs as requested;
- e) be responsible for the distribution of relevant information regarding coaching;
- f) ensure that in her or his absence a representative appointed from the Coaching Sub-Committee attends Council meetings;
- g) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
- h) be responsible for the organisation of coaching courses to be conducted by the Association.

EXECUTIVE ASSISTANT

The Executive Assistant shall work with the Secretary and Treasurer, undertake the position of Secretary or Treasurer if either are unavailable and be available for the collection and receipting of fees or fines.

The **CANTEEN SUB-COMMITTEE** shall:

- a) be responsible for staffing the canteen as per roster on carnival days and other special occasions;
- b) under the supervision of the Canteen Convenor, ensure that adequate stock is purchased for Saturday competition and any special functions.

The **COACHING SUB-COMMITTEE** shall:

- a) assist the Convenor to carry out his/her functions;
- b) perform such other duties as directed by Council from time to time.

The **REPRESENTATIVE TEAMS SUB-COMMITTEE** shall:

Refer to the Wagga Wagga Netball Inc Representative Policy

The **SELECTION SUB-COMMITTEE** shall:

Refer to Wagga Wagga Netball Inc Representative Policy

The **UMPIRES SUB-COMMITTEE** shall:

- a) assist the Umpires' Convenor to carry out her or his duties;
- b) perform such other duties as shall be decided by Council from time to time.