

CONSTITUTION OF PENDLE HILL NETBALL CLUB INC

As adopted at the PHNC Annual General Meeting 21st November 2010

1. NAME

- 1.1. The name of the Association shall be Pendle Hill Netball Club Inc (referred to in this constitution as "the Association").

2. THE OBJECTS OF THE CLUB

- 2.1. The objects are to promote and participate in netball activities and ancillary social activities.

3. MEMBERSHIP

- 3.1. Subject to this constitution the members of the Association shall be the members of the Association immediately prior to incorporation together with such people as the Committee admits to membership.
- 3.2. Membership is open to all individuals who accept the objects and constitution of the Association. To be members persons must be:
 - 3.2.1. a financial registered player; or
 - 3.2.2. a coach; or
 - 3.2.3. a Life Member of the Association; or
 - 3.2.4. any other person approved by the Committee.
- 3.3. Individuals wishing to become members of the Association shall apply to the Committee for membership.
- 3.4. The Committee shall determine whether or not to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership.
- 3.5. Members shall pay such fees as are determined by the Association at an Annual General Meeting.
- 3.6. A register of members shall be kept by the Association showing the name, address, date of birth of members under 18, and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- 3.7. Membership shall cease upon death, resignation, expulsion or failure to pay outstanding fees within three months of the due date.
- 3.8. Membership fees shall fall due on a date approved at the prior Annual General Meeting.

4. MEMBERS' LIABILITY

- 4.1. The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

5. RESOLUTION OF DISPUTES

- 5.1. A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be

referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.

- 5.2. If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the disputer is to be referred to arbitration.
- 5.3. The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

6. DISCIPLINING OF MEMBERS

- 6.1. The procedure for disciplining members shall be determined by the Committee. Anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them, may do so at the next General Meeting of the Association.
- 6.2. Where members are responsible for financial loss to the Association, they may be required to reimburse the amount of such loss.

7. MANAGEMENT – BY COMMITTEE

- 7.1. The Association shall have its affairs controlled and managed by the executive officers and other members known as the Committee.
- 7.2. The executive officers shall be a President, Vice President, Secretary and Treasurer. No person shall fill more than one executive office. The other members of the committee shall consist of the office bearers as listed in clause 7(c).
- 7.3. The executive officers and other members of the Committee shall be elected at each Annual General Meeting. Office bearers and sub-committees will be elected at each Annual General Meeting. The office bearers are: Registrar, Coaching Coordinator, Umpires Convenor, Assistant Secretary, Uniform Officer and Equipment Officer. Casual vacancies occurring in the Committee shall have nominations called for and be voted on at a Special General Meeting.
- 7.4. Each member of the Committee or sub-committee shall hold office from the date of their election or appointment until the end of the next Annual General Meeting.
- 7.5. Retiring Committee members, office bearers and sub-committee members are eligible for re-election.
- 7.6. The Committee shall meet as often as necessary to conduct the business of the Association.
- 7.7. The quorum for meetings of the Committee shall be one half of the number of Committee members elected at the previous Annual General Meeting.
- 7.8. Notice of Committee Meetings shall be given at the previous Committee Meeting or by such other means as the Committee may decide upon.
- 7.9. A member of the Committee shall cease to hold office upon resignation in writing; removal as a member of the Association; or absence from three successive Committee Meetings without approval by the Committee.
- 7.10. The Committee may function validly provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum the remaining Committee members may act only to appoint new Committee members.
- 7.11. Questions arising at any meeting of the Committee shall be decided by the majority of votes of those present. In the case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- 7.12. If within half an hour of the time appointed for a Committee Meeting a quorum is not present the meeting shall be dissolved.

7.13. Additional meetings of the Committee may be convened by the President or any two members of the Committee.

8. GENERAL MEETINGS

- 8.1. An Annual General Meeting of the Association shall be held each year within six months from the end of the financial year of the Association (except the first Annual General Meeting which shall be held within six months from the end of the first financial year and within 18 months of incorporation).
- 8.2. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association. A Special General Meeting must be convened by the Committee within three months of receiving a written request from at least five per cent of the membership of the Association.
- 8.3. The Committee shall convene regular Meetings of members during the netball season to report on the activities and decisions of the Committee and the financial position of the Association and to receive reports and recommendations from the office bearers, sub-committees and members.
- 8.4. At least 14 days notice of Annual and Special General Meetings and notices of motion shall be given to members and/or a representative of each team affiliated with the Association. In the case of General Meetings where a special resolution is to be proposed, notice of the resolution shall be given to members and/or a representative of each team affiliated with the Association at least 21 days before the meeting.
- 8.5. In the case of the Annual General Meeting the following business shall be transacted:
 - 8.5.1. confirmation of the minutes of the last Annual General Meeting and any Special General Meeting;
 - 8.5.2. receipt of the Committee's report upon the activities of the Association in the last financial year;
 - 8.5.3. receipt and consideration of a statement from the Committee which is not misleading and gives a true and fair view for the last financial year of the Association's:
 - 8.5.3.1.1. income and expenditure
 - 8.5.3.1.2. assets and liabilities
 - 8.5.3.1.3. mortgages, charges and other securities
 - 8.5.3.1.4. trust properties;
 - 8.5.4. election of executive officers and other members of the Committee. After the election of executive officers the remaining Committee members will be elected. There will follow an election of BCNA Delegates (2) and Alternates (2), and sub-committees as follows: Grading Committee, Umpires Committee and Social/Sponsorship Committee. Four to be elected to each sub-committee unless a greater or lesser number is approved by the meeting. The Umpires Convenor shall be a member and chairperson of the Umpires Committee. The executive officers may be ex-officio members of any sub-committee.
- 8.6. The quorum for a General Meeting shall be ten members present in person. If within half an hour of the time appointed for a General Meeting a quorum is not present the meeting shall be dissolved.
- 8.7. Voting at General Meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters that must be decided by special resolution where a three-quarter majority is required.
- 8.8. All votes shall be given personally and there shall be no voting by proxy.

- 8.9. In the case of an equality of votes the person appointed to chair the General Meeting shall have a second or casting vote.
- 8.10. Nominations of candidates for election as executive officers, office bearers, BCNA delegates and sub-committee members may be in writing and delivered to the Secretary prior to the commencement of the Annual General Meeting or may be received at the Annual General Meeting.
- 8.11. Written notice of all Annual and Special General Meetings shall be given either personally, by post or electronically.
- 8.12. The association may hold a postal ballot to determine any issue or proposal other than an appeal under clause 6. A postal ballot is to be conducted in accordance with Schedule 3 to the Associations Incorporation Regulation 2010.

9. EXECUTIVE OFFICERS

- 9.1. The President or, in the President's absence, the Vice President, shall act as chairperson at each General Meeting and Committee Meeting of the Association.
- 9.2. If the President and Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- 9.3. The Secretary shall ensure that records of the business of the Association including constitution, register of members, minutes of all General and Committee Meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- 9.4. The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through petty cash system or by cheque signed by two signatories authorised by the Committee. Major or unusual expenditure shall be authorised in advance by the Committee or a General Meeting.
- 9.5. The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.

10. SPECIAL RESOLUTIONS

- 10.1. A special resolution must be passed by an Annual or Special General Meeting of the Association to effect the following changes:
 - 10.1.1. a change of the Association's name;
 - 10.1.2. a change of the Association's constitution;
 - 10.1.3. a change of the Association's by-laws;
 - 10.1.4. a change of the Association's objects;
 - 10.1.5. an amalgamation with another incorporated Association;
 - 10.1.6. to voluntarily wind up the Association and distribute its property;
 - 10.1.7. to apply for registration as a Company or a Co-operative.
- 10.2. A special resolution shall be passed in the following manner:
 - 10.2.1. a notice must be sent to all members and/or to a representative of each team affiliated with the Association advising that an Annual or Special General Meeting is to be held to consider a special resolution;
 - 10.2.2. the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting;

- 10.2.3. a quorum must be present at the meeting;
- 10.2.4. at least three quarters of those present must vote in favour of the resolution;
- 10.2.5. in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

11. PUBLIC OFFICER

- 11.1. The Committee shall ensure that a person is appointed as Public Officer.
- 11.2. The first Public Officer shall be the person who completed the application for incorporation of the Association.
- 11.3. The Committee 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.
- 11.4. The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - 11.4.1. death;
 - 11.4.2. resignation;
 - 11.4.3. removal by the Committee or at a General Meeting;
 - 11.4.4. bankruptcy or financial insolvency;
 - 11.4.5. mental illness;
 - 11.4.6. residency outside New South Wales.
- 11.5. When a vacancy occurs in the position of Public Officer the Committee shall within 14 days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- 11.6. The Public Officer may be an executive officer, committee member, or any other person regarded as suitable for the position by the Committee.

12. MISCELLANEOUS

- 12.1. The Association shall effect and maintain insurance as is required under the Associations Incorporation Act 2009 together with any other insurance which may be required by law or regarded as necessary by the Association.
- 12.2. The funds of the Association shall be derived from the fees of members, donations, grants and such other sources approved by the Association.
- 12.3. The financial year of the association is each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 September and ending on the following 31 August.
- 12.4. The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with section 65 of the Associations Incorporation Act 2009.
- 12.5. Notices sent by post shall be deemed to have been received two days after the date of posting.
- 12.6. The income and property of the Association shall be used only for promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend, bonus or profit.

13. THE CONSTITUTION

13.1. The constitution of Pendle Hill Netball Club Incorporated contained herein is in accordance with the Associations Incorporation Act 2009 and contains those matters specified in Schedule 1, of that Act.

Signed:

CROSS REFERENCE GUIDE TO SCHEDULE 1 REQUIREMENTS

	Requirements under Schedule 1	Relevant Clause(s) in the Constitution
1.	Membership qualifications	3.1 3.2
2.	Register of Members	3.6
3.	Fees, subscriptions, etc.	3.5 3.8
4.	Members' liabilities	4
5.	Disciplining of members	5
6	Internal disputes	6
7.	Committee	
	a) Election and appointment	7.2 7.3
	b) Term of office	7.4
	c) Grounds for vacation of office	7.9
	d) Filling casual vacancies	7.3
	e) Quorum and procedure	7.6 7.7 7.10 7.11 7.12 7.13 9.1 9.2
8.	General Meetings – calling of	8.1 8.2
9.	General Meetings – notice	8.4 8.11 12.5
10.	General Meetings – procedure	8.5 8.6 8.7 8.8 8.9 8.10 9.1 9.2 10.1 10.2
11.	Postal ballots	8.12
12.	Funds – source	12.2
13.	Funds – management	9.4 9.5
14.	Custody of books, etc.	9.3 9.5
15.	Inspection of books, etc.	9.3 9.5
16.	Financial year	12.3

BY-LAWS OF PENDLE HILL NETBALL CLUB INC

As adopted at the PHNC Annual General Meeting 21st November 2010

1. MEMBERSHIP

- 1.1. A Manager of a team will be encouraged to be a member of the Association.
- 1.2. The register of members shall include the date of birth of members under 18.
- 1.3. All members are also members of Blacktown City Netball Association Incorporated and New South Wales Netball Association Limited and, as such, are bound by their rules and policies.
- 1.4. Members 18 and older will be encouraged to be members of Toongabbie Sports & Bowling Club Limited.

2. MEETINGS

- 2.1. A nominated parent or guardian of members under 18 shall be entitled to attend meetings on their behalf.

3. AWARDS

- 3.1. Life Membership will be awarded to a member after serving as an officer for five years in succession. The club will pay the non-player registration fee for any Life Members that register each year. If the Life Member is a player, they are responsible for the amount over the non-player fee. The office bearers for this purpose are: President, Vice President, Secretary, Treasurer, Registrar, Umpires Convenor, Coaching Coordinator, Assistant Secretary, Uniform Officer, Equipment Officer or Committee Member.
- 3.2. Members will be acknowledged with Service Awards for each five years continuous membership, starting after completion of ten years membership.
- 3.3. Club Umpiring Awards will be given to any club member that umpires at least seven games during a season, excluding team duties.
- 3.4. Paula Wyatt Award – to a member, 18 years of age or older, who has given outstanding service to the club in the season.
- 3.5. Tom Brown Award – to a member, 17 years of age or younger, who has given outstanding service to the club in the season.
- 3.6. Encouragement Award – to a junior/intermediate team that does not make the semis for effort and attitude despite lack of success.
- 3.7. Goal Average Award – to the team achieving the best average achieved by dividing the goals scored by the goals conceded.
- 3.8. Bev Chappel Award – to the team the greatest improvement achieved by dividing the goal average for the second half of the season (as calculated for the previous award) by the goal average for the first half of the season.

4. OFFICE BEARER ROLE DESCRIPTIONS

4.1. President

- 4.1.1. Preside over all meetings of the Association and direct where necessary
- 4.1.2. Cast the deciding vote where necessary
- 4.1.3. As a ex-officio of all sub-committees of the Association
- 4.1.4. Oversee procedures for club grading
- 4.1.5. If required Act as a delegate of the Association at Blacktown City Netball Association Meetings
- 4.1.6. Liaise with potential and current sponsors
- 4.1.7. Officiate the Annual Presentation Day
- 4.1.8. Present the annual report to the Annual General meeting
- 4.1.9. Oversee the preparation of funding applications
- 4.1.10. Be available to members on game days as much as possible

4.2. Vice President

- 4.2.1. Deputise for the President on all levels as required
- 4.2.2. Oversee procedures for club grading
- 4.2.3. If required Act as a delegate of the Association at Blacktown City Netball Association Meetings
- 4.2.4. Organise team photographs
- 4.2.5. Be available to members on game days as much as possible

4.3. Secretary

- 4.3.1. Attend to correspondence as required
- 4.3.2. First point of contact for the club from, for example:
 - 4.3.2.1. current and prospective players
 - 4.3.2.2. parents
 - 4.3.2.3. coaches
 - 4.3.2.4. committee
 - 4.3.2.5. sponsors
 - 4.3.2.6. Blacktown City Netball Association
 - 4.3.2.7. Parramatta City Council
- 4.3.3. Be available to members and officials on game days as much as possible
- 4.3.4. Ensure the club fulfils their duties by creating and overseeing team allocations

- 4.3.5. Support all Association meetings, including taking of minutes, agenda preparation and distribution, notification of meetings, confirming venues
- 4.3.6. Source and book venues for official Association business and functions
- 4.3.7. Organise Association involvement in any initiatives run by the Parramatta City Council. Eg. Holiday clinics
- 4.3.8. Liaise with sponsors as required
- 4.3.9. Maintain club website and contact details on other websites
- 4.3.10. Oversee or delegate the production of the club newsletter
- 4.3.11. Attend a meeting with the Parramatta City Council to book the Binalong courts for training, including pre-season. Organise lights for training sessions.
- 4.3.12. Obtain the club's Certificate of Currency from the Netball NSW insurer annually
- 4.3.13. Organise any ad hoc fundraising opportunities
- 4.3.14. Organise Annual Presentation Day including;
 - 4.3.14.1. Awards and prizes
 - 4.3.14.2. Facilitate the production of the Annual Report
 - 4.3.14.3. Communicate the day/time to all member
 - 4.3.14.4. Collect perpetual trophies from last year's winner/s
 - 4.3.14.5. Set up the trophies etc on the day
- 4.3.15. Delegate to the Assistant Secretary duties as required

4.4. Assistant Secretary

- 4.4.1. Receive and distribute emails as required sent to the Association email address
- 4.4.2. Support the Secretary as required

4.5. Treasurer

- 4.5.1. Ensure all monies received are accurately recorded and promptly banked
- 4.5.2. Ensure all accounts received are accurately recorded and promptly paid
- 4.5.3. Prepare an accurate record of the financial position and performance of the Association for presentation to Association meetings
- 4.5.4. Prepare financial statements for presentation to the Association Annual General Meeting
- 4.5.5. Report to Association meetings

4.6. Umpires Convenor

- 4.6.1. Allocate Umpiring duties to Senior Teams
- 4.6.2. Allocate umpires to cover Junior games

- 4.6.3. Educate new umpires about the rules of netball
- 4.6.4. Coach new umpires on training games
- 4.6.5. Mentor beginner umpires on competition games
- 4.6.6. Organise umpires to be bagged for BCNA umpiring awards
- 4.6.7. Report to Association meetings

4.7. Registrar

- 4.7.1. Maintain register of members
- 4.7.2. Register all members with Blacktown City Netball Association
- 4.7.3. In consultation with the Treasurer, ensure all members registered are financial
- 4.7.4. Report to Association meetings

4.8. Coaching Coordinator

- 4.8.1. Ensure all teams have a coach with suitable experience and/or qualifications
- 4.8.2. Advise and provide coaching development opportunities
- 4.8.3. Liaise with teams if issues arise throughout the season
- 4.8.4. Report to Association meetings

4.9. Equipment Officer

- 4.9.1. In consultation with the Treasurer and Association, purchase equipment as needed
- 4.9.2. Ensure all teams have equipment required
- 4.9.3. Store equipment in off-season
- 4.9.4. Maintain equipment stock-take
- 4.9.5. Report to Association meetings

4.10. Uniform Officer

- 4.10.1. In consultation with the Treasurer and Association, purchase uniforms as needed
- 4.10.2. Ensure all players have uniform items required
- 4.10.3. Store uniform stock
- 4.10.4. Maintain uniform stock-take
- 4.10.5. Report to Association meetings

5. PLAYERS

- 5.1. Players must wear registered club uniform, which is: club skirt in azure blue, club shirt in black/white/blue, full black pants (no bike pants), white or club socks that cover the ankle, suitable sports shoes.
- 5.2. Players must notify a team official (coach or manager) if unable to play.
- 5.3. To be eligible for end of season awards, a player must be financial and have played at least three games. A player who misses three games without reason will not be eligible and will be notified before the presentations.
- 5.4. Players will be graded by the grading committee.

6. TEAMS

- 6.1. A team official must notify the Secretary 24 hours prior to their team forfeiting any game. In the event that the team does not notify and a fine is incurred, the team will be responsible for the payment of the fine.
- 6.2. Each team will be required to fulfil duties (canteen, cleanup, tower, etc) when rostered.
- 6.3. Each team is required to have a representative at Meetings.
- 6.4. Each senior team will be required to supply a capable umpire to fulfil umpiring duties as set out by the Umpires Convenor.
- 6.5. Any problems with a team or player must be referred to the Coaching Coordinator or an Executive Officer who, in consultation with committee members, will decide on an appropriate course of action.
- 6.6. All coaches, and players 12 years and over, will be required to sit for the Umpire's Theory exam.
- 6.7. Coaches must be 15 years or over, with 14 year olds only considered for assistant coaching positions.
- 6.8. Block registrations will be accepted at the discretion of the committee.
- 6.9. Coaches are to be appointed/approved by the committee and hold at least an Orientation to Coaching certificate.

7. CODES OF CONDUCT

7.1. Players

- 7.1.1. Play by the rules and always abide by the umpire's decision.
- 7.1.2. Control your temper. Verbal abuse of officials, players and spectators, deliberately provoking an opponent (eg sledging) and criticism (either by word or gestures) is not acceptable or permitted.
- 7.1.3. Offensive language will not be tolerated.
- 7.1.4. If you disagree with an umpire or have a consistent problem with an opponent, have your captain approach the umpire during a break. If necessary after that

action has been taken, call for the club Umpires Convenor or, if they are not available, a club executive.

- 7.1.5. At all times cooperate with your coach, team-mates and opponents.
- 7.1.6. Training is compulsory unless otherwise advised by your coach/manager. Players/parents must advise coach/manager of non-attendance.
- 7.1.7. Continual non-attendance at training and games may result in disciplinary action.

7.2. Parent/Spectators

- 7.2.1. Encourage your child to always play by the rules.
- 7.2.2. Control your temper. Verbal abuse of officials, players and spectators, deliberately provoking an opponent (eg sledging) and criticism (either by word or gestures) is not acceptable or permitted.
- 7.2.3. Encourage and cheer the good efforts of your child. Never ridicule your child or child's team-mates for making a mistake or losing a game.
- 7.2.4. Do not publicly question the umpires' decision or judgement and never their honesty. If you have a problem or question in regards to an umpire, speak to a club executive member.
- 7.2.5. Appreciate the contribution and commitment of coaches. They give their time and resources towards the development of your child's skills. Speak to the coaching coordinator or an executive member if you have an issue in regards to your child's coach.
- 7.2.6. Training is compulsory unless otherwise advised by your coach/manager. Players/parents must advise coach/manager of non-attendance.
- 7.2.7. Have realistic expectations for your child and their team – do not expect more than they can give.
- 7.2.8. Parents are encouraged to be in attendance at the training sessions of junior teams.