

CONSTITUTION

Coffs Harbour Netball Association Inc.

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Part 1 General

1 Definitions

(1) In this Constitution:

Act means the *Associations Incorporation Act 2009*.

Affiliated Club means any club (comprising of one or more teams) or team which has applied for affiliation (affiliate membership) to the Association and has been accepted in accordance with this Constitution and any relevant Netball Policy.

Annual General Meeting means the annual general meeting of the Association held in accordance with Part 4 of this Constitution.

Annual Report means the report provided annually by the Association at the Annual General Meeting.

Association means the Coffs Harbour Netball Association Inc.

Club Delegate means a person who is a Senior Member and is appointed by an Affiliated Club to act on behalf of and represent that Affiliated Club at Council Meetings in accordance with clause 3 of this Constitution.

Competitions Co-ordinator is the person elected to the position in clause 19.3 of this Constitution

Council has the meaning given in clause 28 of this Constitution.

Council Meetings means the Annual General Meeting, Ordinary Council Meetings and Special Council Meetings.

Executive Committee means the executive committee of the Association, comprising the Executive Committee Members.

Executive Committee Member means the Executive Committee office-bearers and other members described in clause 13 of this Constitution.

Financial Year means the financial year of the Association, being from 1 October to 30 September.

General Member is the person, designated and appointed by an Affiliated Club to represent said Affiliated Club at Executive and Council meetings.

Hybrid Meeting means a physical meeting of some participants together with the remote participation of participants by use of Virtual Technology.

Individual Member means any person who is a member of an Affiliated Club, or of the Association directly, that becomes or remains a Non-Voting Member in accordance with clause 3 of this Constitution.

Life Member means any person who is granted life membership of the Association in accordance with clause 3 of this Constitution.

Member means a person or organisation that is a member of the Association in one of the membership categories described in clause 3 of this Constitution.

Netball Australia means Netball Australia Limited, the controlling body for Netball in Australia.

Netball NSW means The New South Wales Netball Association Limited, the controlling body for Netball in New South Wales.

Netball Policies means any rules, regulations or policies adopted by the Association in relation to the administration of Netball within the Association or that are otherwise applicable to the Association and its Members including, without limitation, Netball Australia and Netball NSW policies that apply to the Association and its Members by

virtue of the Association's affiliation with Netball NSW, including, without limitation, the Netball NSW Member Protection Policy, Codes of Behaviour, Disciplinary Policy and Child Safeguarding Policy.

Non-Voting Member means a Member that is entitled to attend, but not vote at, Council Meetings, being the Individual Members.

Ordinary Council Meeting means an ordinary Council meeting held in accordance with Part 4 of this Constitution.

Patron means a person chosen, named, honoured as special guardian, protector or supporter.

Prescribed Annual Affiliation Fee means the annual fee payable by Affiliated Clubs for the relevant Financial Year that is set by the Executive Committee from time to time.

President means the person elected to the position under clause 14 of this Constitution.

Public Officer means the person appointed to that role by the Association in accordance with the Act and any relevant Netball Policy.

Register of Members means the register of members maintained under clause 4.

Representative Coordinator is the person elected to the position in clause 19.6 of this Constitution

Returning Officer means the person appointed to the position in accordance with clause 13 of this Constitution.

Secretary means the person described in clause 17 of this Constitution who is elected to the position under clause 14 of this Constitution (who may also hold the position of Public Officer):

Senior Member means a Member who has attained the age of 18 years.

Special Council Meeting means a special Council meeting held in accordance with Part D of this Constitution.

Regulation means the *Associations Incorporation Regulation 2022*.

Treasurer means the person described in clause 18 of this Constitution who is elected to the position under clause 14 of this Constitution.

Vice President means the person elected to the position under clause 14 of this Constitution.

Virtual Meeting means a meeting where all participants participate via Virtual Technology.

Virtual Technology means technology, including online facilities, which gives those attending a meeting through its use the opportunity to participate in the meeting in a manner similar in key respects to attending the meeting in person, including to follow the proceedings of the meeting uninterrupted, to ask questions and to vote.

Voting Member means a Member that is entitled to attend and vote at Council meetings, being the Affiliated Clubs (represented by their Club Delegates), the Life Members and the Executive Committee Members.

Note: The Act and the Interpretation Act 1987 contain definitions and other provisions that affect the interpretation and application of this constitution.

- (2) The *Interpretation Act 1987* applies to this Constitution as if it were an instrument made under the Act.

Note: The Act, Part 4 deals with various matters relating to the management of associations.

2 Association Details

- (1) **Title** - The name of the Association shall be the Coffs Harbour Netball Association Inc.

- (2) **Colours** - The Association's colours will be Turquoise, White and Black.
- (3) **Location** - The Association office and facilities are located at Vost Park, Murray Drive, Coffs Harbour in the state of New South Wales.
- (4) **Objects** - The objects of the Association are:
 - (a) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
 - (b) to promote, regulate and control competition matches between Affiliated Clubs and to control all premierships and carnivals of the Association;
 - (c) to select and manage the Association's representative teams;
 - (d) to affiliate, support, and otherwise liaise with Netball NSW;
 - (e) to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
 - (f) to adopt, implement, and adhere to any Netball Policies as may be developed by Netball Australia and/or Netball NSW.
- (5) **Patron** - The Executive Committee may from time to time appoint one or more patrons and may also cancel any such appointment.
- (6) **Netball NSW Affiliation** - The Association shall affiliate with Netball NSW annually in accordance with the Netball NSW Constitution and any relevant Netball Policy.

Part 2 **Members of Association**

3 Membership generally

- (1) **Compliance** - The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all Members who, as a condition of membership, shall adopt and obey this Constitution and the Netball Policies.
- (2) **Membership Categories** - The Members of the Association shall comprise of
 - (a) Affiliated Clubs which, subject to this Constitution, shall each be represented by two Club Delegates appointed in accordance with clause 3 of this Constitution, who shall each have the right to receive notice of Council Meetings and to be present, debate and vote on behalf of the Affiliated Club they represent at Council Meetings;
 - (b) Life Members who, subject to this Constitution, shall be awarded life membership in accordance with clause 3 of this Constitution, and Active Life Members as defined below shall have the right to receive notice of Council Meetings and to be present, debate and vote at Council Meetings;
 - (c) Executive Committee Members who, subject to this Constitution, shall be elected at the Annual General Meeting in accordance with clause 30 of this Constitution and become Voting Members from the date of their appointment until the date they cease to be an Executive Committee Member, and who shall have the right to receive notice of Council Meetings and to be present, debate and vote at Council Meetings; and
 - (d) Individual Members who, subject to this Constitution, shall have the right to be present at Council Meetings but have no rights to debate or to vote at Council Meetings (as Non-Voting Members), unless recognised by the Chair.
- (3) **Affiliated Clubs** -
 - (a) A Netball club or team that wishes to become affiliated with the Association and become an Affiliated Club must:
 - (i) apply for affiliation in writing to the Secretary on a form to be

approved by the Executive Committee in accordance with the Association's affiliation policy in place from time to time;

- (ii) agree to be bound by this Constitution and the Netball Policies; and
 - (iii) pay the Prescribed Annual Affiliation Fee (if any).
 - (iv) register all of their individual members through Netball NSW's online membership platform.
- (b) To maintain their affiliation with the Association, Affiliated Clubs must:
- (i) pay the Prescribed Annual Affiliation Fee; and
 - (ii) ensure that all of their individual members are registered with the Association through Netball NSW's online membership platform, at which time these persons will become Individual Members of the Association.
- (c) The Council may reject any application for affiliation without having to assign any reason. If the applicant is not affiliated and admitted to membership, all monies paid by that applicant to the Association must be refunded in full.
- (d) An Affiliated Club ceases to be a Member if they:
- (i) cease to be financial under Clause 5 of this Constitution; or
 - (ii) are expelled from the Association in accordance with this Constitution or any Netball Policy.
- (e) If a Netball club or team is an unincorporated entity, upon becoming affiliated with the Association, the Club Delegates of that unincorporated Affiliated Club shall be deemed to be Members of this Association on behalf of the unincorporated entity until such time as the Affiliated Club becomes an incorporated entity.
- (f) The following applies in respect of the Club Delegates of Affiliated Clubs:
- (i) Affiliated Clubs shall each have the right to nominate two Club Delegates (plus 2 alternates) to the Council. Club Delegates must be Senior Members of the relevant Affiliated Club.
 - (ii) The secretary of each Affiliated Club shall notify the CHNA Secretary of the names and addresses of Club Delegates at least seven days prior to the first Council Meeting each year.
 - (iii) An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in their place at any time, with the Affiliated Club to notify the CHNA Secretary in writing as soon as possible prior to the meeting .
 - (iv) Where an Affiliated Club does not have any Club Delegates in attendance at three (3) Council Meeting, that Affiliated Club forfeit their right to vote at the AGM.
 - (v) At each Council Meeting, all Club Delegates present shall sign an attendance sheet and state the Affiliated Club that they are representing.
 - (vi) A Club Delegate may only represent one Affiliated Club at any Council Meeting

(4) Individual Members –

- (a) In order to become or remain an Individual Member, an individual member of an Affiliated Club must:
 - (i) register or renew their membership with their Affiliated Club and the Association through Netball NSW's online membership platform; and
 - (ii) pay the individual membership fees to the Association as set annually by

the Voting Members at the Annual General Meeting.

- (b) A person ceases to be an Individual Member if the person:
 - (i) dies;
 - (ii) ceases to be financial under Clause 5 of this Constitution; or
 - (iii) is expelled from the Association in accordance with this Constitution or any Netball Policy.
- (c) The Executive Committee may reject any application for membership without having to assign any reason. If the applicant is not admitted to membership, all monies paid by that applicant to the Association must be refunded in full.

(5) Life Members –

- (a) Any person may be elected as a Life Member in recognition of at least 10 years of outstanding service to the Association in accordance with any Association policy relating to the award of life membership as may be in place from time to time.
- (b) Candidates for election as Life Members shall be nominated by two Senior Members, with such nominations to be received by the Secretary at least two months before the AGM at which such nominations will be considered.
- (c) The Executive Committee will review nominations to ensure they meet the Life Member criteria set out in this Constitution and in any Association policy relating to the award of life membership as may be in place from time to time and, if appropriate, put forward such nominations to Voting Members for voting.
- (d) The vote must be carried by a 75% majority of Voting Members present and voting at an Annual General Meeting.
- (e) Council may, by resolution from time to time, fix the maximum number of persons who may at any time hold life membership of the Association.
- (f) A person ceases to be a Life Member if the person:
 - (i) dies; or
 - (ii) is expelled from the Association in accordance with this Constitution or any Netball Policy.
- (g) The number of Active Life Members are capped at 5.
- (h) An Active Life member will be entitled to full voting rights at all council meetings.
 - (i) An Active Life Member for voting purpose shall only be entitled to voting right if they have attended a minimum of 4 Council Meetings in a year and/or carries out functions within the Association on a regular basis.

4 Register of Members

- (1) The Secretary must establish and maintain the Register of Members of the Association. The obligation to maintain a Register of Individual Members can be met by ensuring Individual Members register or renew their membership with their Affiliated Club and the Association through Netball NSW's online membership platform.
- (2) The Register of Members:

- (a) may be in written or electronic form, and
 - (b) must include, for each Member:
 - (i) the Member's full name; and
 - (ii) a residential, postal or email address; and
 - (iii) the date on which the person became a Member; and
 - (iv) if the person ceases to be a Member - the date on which the person ceased to be a Member, and
 - (c) must be kept in New South Wales:
 - (i) at the Association's main premises, or
 - (ii) if the Association has no premises - at the Association's official address, and
 - (d) must, to the extent permitted by law, be available for inspection, free of charge, by Members at a reasonable time, and
 - (e) if kept in electronic form - must be able to be converted to hard copy.
- (3) If the Register of Members is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register of Members.
- (4) Information about a Member, other than the Member's name, must not be made available for inspection if the Member has not consented to that information being made available.

5 Membership Fees

- (1) All Affiliated Clubs and Individual Members must be financial members for the relevant membership period for which they have registered through Netball NSW's online membership platform.
- (2) An Affiliated Club or Individual Member ceases to be financial if they:
 - (a) fail to renew their membership; or
 - (b) fail to pay to the Association any money they owe to the Association within the required timeframe.

6 Members' liabilities

The liability of a Member to contribute to the payment of either of the following is limited to the amount, if any, of any of the Member's outstanding fees under clause 5:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of the winding up of the Association.

7 Disciplinary action against Members

- (1) Any complaint that a Member has:
 - (a) failed to comply with a provision of this Constitution; or
 - (b) wilfully acted in a way prejudicial to the interests of the Association
 must be addressed in accordance with the relevant Netball Policy.

8 Conflict of Interest

- 1) No member of the CHNA executive shall hold a senior office role in any other Association, with senior office role to include but not be limited to:
 - a) Executive Roles

- b) Representative Coach, Assistant Coach or Manager
- 2) Should any official within CHNA fulfill a senior role in any other Association, they are not permitted to hold a vote in any council or executive meeting in relation to representative netball, teams or selections and are required to excuse themselves from the room for such discussion.
- 3) The exemption to this section is applied on the basis a member has made all efforts to attain a senior office role as defined above within and for CHNA.

9 Resolution of internal disputes

- (1) The following disputes arising under this Constitution shall be addressed in accordance with the relevant Netball Policy:
 - (a) a dispute between 2 or more Members, but only if the dispute is between the Members in their capacity as Members, or
 - (b) a dispute between 1 or more Members and the Association.

10 Membership entitlements not transferable

A right, privilege or obligation that a person has because the person is a Member:

- (a) cannot be transferred to another person, and
- (b) terminates once the person ceases to be a Member.

11 Cessation of membership

A person ceases to be a Member if the person:

- (a) dies; or
- (b) resigns from being a Member by giving the Secretary one month's written notice; or
- (c) is expelled from the Association; or
- (d) fails to pay any outstanding fees payable under clause 5(2) within 3 months of the due date.

Part 3 Executive Committee

Division 1 Constitution

12 Functions of Executive Committee

Subject to the Act, the Regulation, this Constitution and any resolution passed by the Association in general meeting (including any delegation of authority to the Executive Committee), the Executive Committee:

- (a) is to control and manage the affairs of the Association on behalf of the Council; and
- (b) may exercise all the functions that may be exercised by the Association in accordance with any delegation of authority, other than a function that is required to be exercised by the Council in general meeting; and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the Association.

13 Composition of Executive Committee

- (1) The CHNA Executive Committee must have five voting members, as elected in

accordance with clause 14, consisting of:

- (a) the following office-bearers:
 - (i) the President;
 - (ii) the Secretary;
 - (iii) the Treasurer;
 - (iv) the Competitions Coordinator; and
 - (v) the Representative Coordinator;
- (2) The CHNA Executive Committee must have one (1) representative from each of the affiliated clubs to serve as a general member and also as one of the club delegates for the CHNA Council meeting. These are non-voting members of the Executive Committee, confirmed by their club and presented at the CHNA AGM for the following term
- (3) The CHNA Executive Committee shall include a Vice President (who is nominated by the President and ratified by the Council) who attends all meetings however only holds a vote in the absence of the President.

***Note** – The Act, section 28 contains requirements relating to membership eligibility and composition of the committee.*

- (4) No person shall be elected to more than one position as an Executive Committee Member.
- (5) Not more than two (2) members of the voting Executive Committee Members shall be members of or affiliated with any one Affiliated Club.
- (6) For the purpose of 13 (5) above, where a member does not currently play or is otherwise involved with an affiliated club themselves however their children play for a club, said person is considered to be affiliated with the club their children play for.
- (7) No member of the Executive Committee is permitted to hold an Executive role in an Affiliated Club.

14 Election of Executive Committee Members

- (1) Any Senior Member may be nominated as a candidate for election as an Executive Committee Member.
- (2) The nomination must be:
 - (a) made in writing and signed by the candidate to the nomination; and
 - (b) signed by at least 2 Members, not including the candidate; and
 - (c) accompanied by the written consent of the candidate to the nomination; and
 - (d) accompanied by the qualifications of the candidate to the nomination; and
 - (e) given to the Secretary at least 14 days before the date fixed for the Annual General Meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies:
 - (a) the candidates nominated are taken to be elected, and
 - (b) a call for further nominations must be made at the meeting.
- (4) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the chair of the meeting and voted on by council.
- (5) Vacancies that remain after a call for further nominations are taken to be casual

vacancies.

- (6) If the number of nominations received is equal to the number of vacancies to be filled, the Members nominated are taken to be elected.
- (7) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the Executive Committee.
- (8) The General Members (1 from each Affiliated Club) should be appointed within seven (7) days of the AGM. With the General Member's details to be provided to the CHNA Secretary in writing, to be distributed amongst all Affiliated Clubs, Life Members and the Executive Committee.

15 Terms of office

- (1) Subject to this Constitution, an Executive Committee Member holds office from the day they are elected until the Returning Officer declares all positions vacant at the next Annual General Meeting, unless they are removed or resign prior to that time.
- (2) A current Executive Committee Member is eligible, if otherwise qualified, for re-election, provided that they have not exceeded the maximum term limit.
- (3) The maximum term of office (within the same position) for an Executive Member is 10 years.
- (4) In the event of a resignation for any reason other than medical or extenuating circumstances, the member providing their resignation is barred from nominating for a further executive position for a period of no less than three (3) years.
- (5) The exemption referred to in clause 4 above, is to be reflected in the minutes of the council meeting including their resignation.

16 Vacancies in office

- (1) A casual vacancy in the office of an Executive Committee Member arises if that Executive Committee Member:
 - (a) dies, or
 - (b) ceases to be a Member; or
 - (c) resigns from office by written notice given to the Secretary; or
 - (d) is removed from office by the Association by resolution in general meeting; or
 - (e) is absent from 3 consecutive meetings of the Executive Committee without the consent of the Executive Committee; or
 - (f) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth; or
 - (g) is prohibited from being a director of a company under the *Corporations Act 2001* of the Commonwealth, Part 2D.6; or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months; or
 - (i) becomes a mentally incapacitated person; or
 - (j) is convicted of a criminal offence that would ordinarily preclude them from involvement with children or could otherwise bring the Executive Committee into disrepute by their continued involvement.
- (2) An Executive Committee Member to whom a proposed resolution referred to in subclause (1)(d) relates may:
 - (a) give a written statement, of a reasonable length, to the Member Protection Officer/Complaints Manager, and

- (b) the Member Protection Officer/Complaints Manager will determine the appropriate course of action.
- (3) Any casual vacancy arising in the office of Executive Committee Member may be filled by an appointment made by the Council. The term of office in this instance will be up until the next Annual General Meeting when an election will take place for a new term of office.

17 Secretary

- (1) Within seven (7) days after being elected as Secretary, the Secretary must lodge a notice with the Association specifying the Secretary's contact details.
- (2) The Secretary must keep minutes of:
 - (a) all elections of Executive Committee Members; and
 - (b) the names of Executive Committee Members present at a meeting of the Executive Committee or a Council Meeting; and
 - (c) all proceedings at Executive Committee meetings and Council meetings.
- (3) The minutes must be:
 - (a) kept in written or electronic form; and
 - (b) Recorded and kept until they are approved at the next Council Meeting.
 - (c) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
 - (i) the chair of the meeting; or
 - (ii) the chair at the subsequent meeting.
- (4) The Secretary can, at their discretion appoint a General Member as the Minute Secretary for the relevant Council Meeting.

18 Treasurer

The Treasurer must ensure—

- (a) all money owed to the Association is collected; and
- (b) all payments authorised by the Association are made; and
- (c) correct books and accounts are kept showing the financial affairs of the Association, including full details of receipts and expenditure relating to the Association's activities.

19 Delegation of Office Bearers

- (1) The Executive Committee in conjunction with the Council will appoint via a vote/election:
 - (a) Office Bearers to assist the Executive Committee to exercise its functions pursuant to the organizational structure (see annexure "A"); and
 - (b) One (1) or more Members to be Office Bearers at the December Council meeting.
- (2) The President is responsible for managing and overseeing the following:
 - (a) A Vice President – to fulfill the roles and responsibilities of the President in the event the president is unable to;
 - (b) A Member Protection Information Officer/Complaints Manager to manage the effective complaints handling process;
 - (c) A Diversity and Retention sub-committee to advise the Executive committee to

assist with the development of the association and the growth of Netball within the local area.

- (3) The Competitions Convenor is responsible for managing and overseeing the following positions:
- (a) Junior Registrars for the effective organization of and running of the junior competitions
 - (b) Senior Registrar for the effective organization of and running of the senior competitions
 - (c) Mixed Registrars for the effective organization of and running of the mixed competitions
 - (d) Junior Umpire Conveners for the effective organization of umpires for the junior competitions
 - (e) Senior Umpire Conveners for the effective organization of umpires for the senior competitions
- (4) The Treasurer is responsible for managing and overseeing the following:
- (a) Canteen Manager
 - (b) Grounds Person
 - (c) Sponsorship Coordinator
- (5) The Secretary is responsible for managing and overseeing the following:
- (a) Social Media and Publicity team
 - (b) Website manager
 - (c) Data collection and retention
 - (d) Minute secretary
- (6) The Representative Coordinator is responsible for managing and overseeing the following:
- (a) Representative Convenor
 - (b) Coaching Convenor
 - (c) Selections committees
 - (i) Coaching
 - (ii) Players
 - (d) Representative Umpires Convenor for the effective organization of umpires for the representative season
- (7) The Executive Committee may delegate to the Office Bearers the exercise of its functions, other than:
- (a) this power of delegation; or
 - (b) a duty imposed on the Executive Committee by the Act or another law.

Note: The Interpretation Act 1987, section 49 deals with various matters relating to delegations.

Division 2 Procedure

20 Executive Committee meetings

- (1) The Executive Committee must meet at least once per month at the place and time determined by the Executive Committee.
- (2) Regular Executive Committee meetings shall be held on dates agreed between the Executive Committee in writing from time to time, however failing agreement as determined by the Executive Committee at the first Executive Committee meeting held after the Annual General Meeting.
- (3) Additional meetings of the Executive Committee may be called by any Executive Committee Member.
- (4) The procedure for calling and conducting business at a meeting of a sub-committee is to be as determined by the sub-committee.

***Note:** The Act, section 30(1) provides that committee meetings may be held as and when the association's constitution requires.*

21 Notice of Executive Committee meeting

- (1) The Secretary must give each Executive Committee Member oral or written notice of a meeting of the Executive Committee at least 48 hours, or another period on which the Executive Committee Members unanimously agree, before the time the meeting is due to commence.
- (2) The accidental omission to give any Executive Committee Member the required notice shall not invalidate a meeting or any of the business of that meeting.
- (3) The notice must describe the general nature of the business to be transacted at the meeting.
- (4) The only business that may be transacted at the meeting is:
 - (a) the business described in the notice; and
 - (b) business that the Executive Committee Members present at the meeting unanimously agree is urgent business.

22 Quorum for Executive Committee meetings

- (1) The quorum for a meeting of the Executive Committee is 3 members of the voting Executive Committee Members.
- (2) No business may be transacted by the Executive Committee unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
 - (a) to the same place; and
 - (b) to the same time of the same day in the following week.
- (4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (5) If the number of voting Executive Committee Members is less than the number required to constitute a quorum for a meeting, the voting Executive Committee Members may empower all general members as voting Executive Committee Members to enable the quorum for that meeting to be constituted.
- (6) An Executive Committee Member appointed under subclause (5) holds office, subject to this Constitution, for the duration of that meeting.
- (7) This clause does not apply to the filling of a casual vacancy to which clause 16 applies.

Note: The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.

23 Chair of Executive Committee meetings

- (1) The following person will chair a meeting of the Executive Committee:
 - (a) the President;
 - (b) if the President is absent - the Vice-President;
 - (c) if both the President and Vice-President are absent or not present within 30 minutes of the time fixed for the meeting - 1 of the voting Executive Committee Members present at the meeting, as elected by the other Executive Committee Members.
- (2) The chair of an Executive Committee meeting has:
 - (a) a deliberative vote; and
 - (b) in the event of an equality of votes - a second or casting vote.

24 Voting at Executive Committee meetings

- (1) A decision supported by a majority of the votes cast at a meeting of the Executive Committee or a sub-committee at which a quorum is present is the decision of the Executive Committee or sub-committee.
- (2) Voting shall take place in such a manner as the chair of the meeting shall direct, except that a secret ballot shall be taken at the request of any Executive Committee Member.

25 Acts valid despite vacancies or defects

- (1) Subject to clause 23(1), the Executive Committee may act despite there being a casual vacancy in the office of an Executive Committee Member.
- (2) An act done by the Executive Committee or a sub-committee is not invalidated because of a defect relating to the qualifications or appointment of an Executive Committee Member or a member of the sub-committee.

26 Resolutions in writing

- (1) A written resolution, approved in writing by all Executive Committee Members, is taken to be a decision of the Executive Committee made at a meeting of the Executive Committee.

27 Hybrid and Virtual Executive Committee Meetings

- (1) An Executive Committee meeting may be held at two or more venues using any permitted technology, including by holding Hybrid Meetings or Virtual Meetings, provided that it gives Executive Committee Members as a whole a reasonable opportunity to participate.
- (2) For the purpose of a member requesting Hybrid or Virtual access to the meeting, the member requesting such access must make their request in writing to the Secretary no less than an hour prior to the meeting (special consideration to shorter periods may be granted by the Secretary).
- (3) All persons participating in a Virtual Meeting and those participating remotely in a Hybrid Meeting must be linked by Virtual Technology for the purpose of the Hybrid Meeting or Virtual Meeting and notice must be provided to the participants advising of the Virtual Technology that will be used to participate in the meeting.
- (4) Each of the persons taking part in the Hybrid Meeting or Virtual Meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purpose of this Constitution

to be present and in attendance at the meeting.

- (5) At the commencement of the Hybrid Meeting or Virtual Meeting, each person must announce their presence to all other persons taking part in the meeting.
- (6) A person must not leave a Hybrid Meeting or a Virtual Meeting by disconnecting their Virtual Technology unless that person has previously notified the chair of the meeting.
- (7) A person may be presumed conclusively to have been present and to have formed part of a quorum at all times during a Hybrid Meeting or Virtual Meeting unless that person has previously notified the chair of the meeting of leaving the meeting.
- (8) A minute of proceedings of a Hybrid Meeting or Virtual Meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minutes are certified by the chair of the meeting as correct.

***Note:** The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.*

Part 4 Council Meetings

28 Council

- (1) The Council shall consist of:
 - (a) the Executive Committee Members;
 - (b) the Life Members; and
 - (c) two Club Delegates from each Affiliated Club (one of which is to be that club's designated general member)
- (2) The Council shall meet at least six (6) times each year (preferably on the first Monday of the month) and on any other dates required, to be fixed by the Executive and ratified by Council.

29 Powers of Council

- (1) The Council shall be responsible for the execution of the objects of the Association and, without in any way limiting this responsibility, shall have the power:
 - (a) to control and manage the affairs of the Association;
 - (b) to fix fees payable by Members and to enforce payment thereof;
 - (c) 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;
 - (d) to empower the Executive Committee to take action against any Affiliated Club or Member pursuant to this Constitution and any Netball Policy;
 - (e) to appoint two delegates and two proxy delegates to represent the Association on the Council of Netball NSW;
 - (f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be appropriate;
- (2) Any delegate appointed to another organisation to represent the Association must submit a report to the Secretary within twenty-eight days of any meetings and functions attended by that delegate on behalf of the Association.

30 Annual General Meetings

- (1) The Annual General Meeting shall be held on the first Monday of December each year.
- (2) Subject to the Act, the Annual General Meeting is to be held at the place and time determined by the Executive Committee.
- (3) The business that may be transacted at an Annual General Meeting includes the following:
 - (a) confirming the minutes of the previous Annual General Meeting;
 - (b) appointing an auditor for the following year;
 - (c) appointing a Returning Officer (where appropriate)
 - (d) receiving and considering financial statements or reports required to be submitted to Members under the Act;
 - (e) receiving reports from the Executive Committee on the Association's activities during the previous financial year;
 - (f) approval of fees for the following year;
 - (g) approval of the calendar for the following year;
 - (h) motions and amendments to this constitution;
 - (i) electing Executive Committee Members; and
 - (j) such other business as the meeting thinks fit.

Note: The Act, section 37(1) and (2) provides for when annual general meetings must be held.

31 Ordinary Council Meetings

- (1) Ordinary Council Meetings shall be called by the Secretary fourteen (14) days prior to the date set in the calendar approved at the previous Annual General Meeting.
- (2) Any agenda items proposed to be discussed at the Ordinary Council Meeting are to be provided to the Secretary no less than eight (8) days prior to the Ordinary Council Meeting.
- (3) The agenda and any reports are to be circulated no less than seven (7) days prior to the Ordinary Council Meeting.
- (4) Subject to the Act, an Ordinary Council Meeting is to be held at the place and time determined by the Executive Committee.
- (5) The order of business at Ordinary Council Meetings shall be:
 - (a) apologies;
 - (b) confirmation of minutes;
 - (c) business arising from minutes;
 - (d) correspondence and business arising;
 - (e) notices of motion;
 - (f) reports:
 - (i) Executive Committee;
 - (ii) Treasurer;
 - (iii) Competitions Convenor;
 - (iv) Representative Coordinator;
 - (v) sub-committees;
 - (vi) delegates to other organisations; and

- (vii) any other reports; and
- (g) general business.

32 Special Council Meetings

- (1) Special Council Meetings shall be called by the Secretary:
 - (a) at the direction of the President; or
 - (b) upon receipt of a written request physically signed by not less than 75% of voting Council members.
- (2) The request:
 - (a) must be in writing; and
 - (b) must state the purpose of the meeting; and
 - (c) must be signed by the Members making the request; and
 - (d) may consist of more than 1 document in a similar form signed by 1 or more Members; and
 - (e) must be lodged with the Secretary; and
 - (f) may be in electronic form lodged by electronic means.
- (3) If the President fails to call a Special Council Meeting within 1 month of the request being lodged, 1 or more of the Members who made the request may call a Special Council Meeting to be held within 3 months of the date the request was lodged.
- (4) A Special Council Meeting held under subclause (3) must be conducted, as far as practicable, in the same way as a Council Meeting called by the President.
- (5) Subject to the Act, a Special Council Meeting is to be held at the place and time determined by the Executive Committee.
- (6) A Special Council Meeting is limited to the stated purpose of the Special Council Meeting articulated in the request lodged with the Secretary.

33 Notice of Council Meeting

- (1) The Secretary must give each Executive Committee Member, each Life Member and the secretary of each Affiliated Club (on behalf of each Club Delegate) notice of a Council Meeting:
 - (a) if the meeting is the Annual General Meeting or a Special Council Meeting, or a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting; or
 - (b) if the meeting is an Ordinary Council Meeting - at least 14 days before the meeting.
- (2) The notice must specify:
 - (a) the place and time at which the meeting will be held; and
 - (b) the nature of the business to be transacted at the meeting; and
 - (c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed; and
 - (d) whether the meeting is an Annual General Meeting, an Ordinary Council Meeting or a Special Council Meeting.
- (3) The only business that may be transacted at the meeting is:
 - (a) the business specified in the notice; and
 - (b) for an Annual General Meeting – the business referred to in clause 30; and

- (c) for an Ordinary Council Meeting – the business referred to in clause 31.
- (d) For a Special Council Meeting – the business referred to in clause 32.
- (4) A Member should give written notice to the Secretary of business the Member wishes to raise at a Council Meeting.
- (5) If the Secretary receives a notice under subclause (4), the Secretary must specify the nature of the business in the next notice calling a Council Meeting.
- (6) The accidental omission to give any Member the required notice shall not invalidate a Council Meeting or any of the business of that Council Meeting.

34 Quorum for Council Meetings

- (1) The quorum for an Annual General Meeting is a minimum of three (3) voting Executive Committee Members and 75% of the Affiliated Clubs eligible for voting represented.
- (2) The quorum for other Council Meetings is a minimum of 3 voting Executive Committee Members and 75% of the Affiliated Clubs eligible for voting represented.
- (3) No business may be transacted at a Council Meeting unless a quorum is present.
- (4) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
 - (a) if called on the request of Members - is dissolved, or
 - (b) otherwise - is adjourned to such time and place as the chair of the meeting shall decide.

35 Adjourned Council Meetings

- (1) The chair of a meeting may, with the consent of the majority of the Voting members present, adjourn the meeting to another time and place.
- (2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (3) If a meeting is adjourned for at least 14 days, the Secretary must give each Executive Committee Member, each Life Member and the secretary of each Affiliated Club (on behalf of each Club Delegate) written notice, at least 1 day before the adjourned meeting, of:
 - (a) the time and place at which the adjourned meeting will be held, and
 - (b) the nature of the business to be transacted at the adjourned meeting.

36 Chair of Council Meetings

- (1) The following person will chair a Council Meeting:
 - (a) the President,
 - (b) if the President is absent - the Vice-President,
 - (c) if both the President and Vice-President are absent or not present within 30 minutes of the time fixed for the meeting - 1 of the Members present at the meeting, as elected by the other Members.
- (2) The chair of the Council Meeting has:
 - (a) a deliberative vote, and
 - (b) in the event of an equality of votes - a second or casting vote.

37 Voting at Council Meetings

- (1) All Members may attend Council Meetings but voting shall be restricted to Voting

Members.

- (2) A Voting Member is not entitled to vote at a Council Meeting unless the Voting Member (or, in the case of a Club Delegate, their Affiliated Club) has paid all money owed by them to the Association.
- (3) Each Voting Member has 1 vote, except as provided by clause 36(2)(b).
- (4) A question arising at a Council Meeting must be decided by a simple majority of votes cast by eligible Voting Members by:
 - (a) a show of hands; or
 - (b) a secret written ballot, but only if:
 - (i) the chair of the meeting moves that the question be decided by ballot; or
 - (ii) any Voting Member requests that the question should be determined by ballot.
- (5) If a question is decided using a method referred to in subclause (4)(a) or (b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
 - (a) a declaration by the chair of the meeting,
 - (b) an entry in the Association's minutes.
- (6) A written ballot must be conducted in accordance with the directions of the chair of the meeting.
- (7) A Voting Member cannot cast a vote by proxy.

38 Resolutions in writing

- (1) A written resolution, approved in writing by all Voting Members, is taken to be a decision of the Association made at a general meeting.

39 Hybrid and Virtual Council Meetings

- (1) A Council Committee meeting may be held at two or more venues using any permitted technology, including by holding Hybrid Meetings or Virtual Meetings, provided that it gives Members as a whole a reasonable opportunity to participate.
- (2) For the purpose of a member requesting Hybrid or Virtual access to the meeting, the member requesting such access must make such request in writing to the Secretary no less than an hour prior to the meeting (special consideration to shorter periods may be granted by the Secretary). For the purpose of voting in a secret ballot, the members shall inform the Returning Officer in writing of their nominated vote.
- (3) All persons participating in a Virtual Meeting and those participating remotely in a Hybrid Meeting must be linked by Virtual Technology for the purpose of the Hybrid Meeting or Virtual Meeting and notice must be provided to the participants advising of the Virtual Technology that will be used to participate in the meeting.
- (4) Each of the persons taking part in the Hybrid Meeting or Virtual Meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purpose of this Constitution to be present and in attendance at the meeting.
- (5) At the commencement of the Hybrid Meeting or Virtual Meeting, each person must announce their presence to all other persons taking part in the meeting.
- (6) A person must not leave a Hybrid Meeting or a Virtual Meeting by disconnecting their Virtual Technology unless that person has previously notified the chair of the meeting.
- (7) A person may be presumed conclusively to have been present and to have formed part of a quorum at all times during a Hybrid Meeting or Virtual Meeting unless that person

has previously notified the chair of the meeting of leaving the meeting.

- (8) A minute of proceedings of a Hybrid Meeting or Virtual Meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minutes are certified by the chair of the meeting as correct.

Note: The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

Part 5 Administration

40 Change of name, objects or constitution

An application for registration of a change in the Association's name, objects or constitution made under the Act, section 10 must be made by:

- (a) the Public Officer; or
- (b) an Executive Committee Member.

41 Funds

- (1) Subject to a resolution passed by the Association, the Association's funds may be derived from the following sources:
 - (a) the membership and affiliation fees payable by Members;
 - (b) donations, sponsorships and grants; and
 - (c) other sources as determined by the Executive Committee.
- (2) Subject to a resolution passed by the Association (including any delegation of authority to the Executive Committee), the Association's funds and assets must be used to pursue the Association's objects in the way that the Council determines.
- (3) As soon as practicable after receiving money, the Association must:
 - (a) deposit the money, without deduction, to the credit of the Association's authorised deposit-taking institution account; and
 - (b) issue a receipt for the amount of money received to the person from whom the money was received.
- (4) A cheque or other negotiable instrument must be signed by 2 authorised signatories.
- (5) Current bank statements shall be tabled at each Council Meeting, together with a written financial report.
- (6) The books of the Association shall be audited each year by a qualified person who is not a Member.
- (7) An audited balance sheet shall be presented to each Annual General Meeting.

Note: The Act, section 36 provides for the appointment of authorised signatories.

42 Insurance

The Association must take out and maintain insurance as appropriate for the Association's assets and liabilities.

43 Non-profit status

- (1) Subject to the Act and the Regulation, the Association is a 'not-for-profit' organisation and must not conduct the Association's affairs in a way that provides a pecuniary gain for a Member.
- (2) No funds or property shall be transferred directly or indirectly by way of dividend or

bonus or by way of profit to or amongst the Members.

- (3) This clause does not prohibit making a payment approved by Council for out-of-pocket expenses incurred by an executive Committee Member in performing their duties.

Note: See the Act, section 40.

44 Service of notices

- (1) For the purposes of this Constitution, a notice may be given to or served on a person:
 - (a) by delivering the notice to the person personally; or
 - (b) by sending the notice by pre-paid post to the address of the person; or
 - (c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
 - (a) for a notice given or served personally - on the date on which the notice is received by the person; or
 - (b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post; or
 - (c) for a notice sent by electronic transmission:
 - (i) on the date the notice was sent; or
 - (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

45 Custody of records and books

Except as otherwise provided by this Constitution, all records, books and other documents relating to the Association must be kept in New South Wales:

- (a) at the Association's main premises, in the custody of either of the following persons, as determined by the Executive Committee:
 - (i) the Secretary; or
 - (ii) a Member; or
- (b) if the Association has no premises - at the Association's official address, in the custody of the Secretary.

46 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by Members at a reasonable time:
 - (a) this Constitution;
 - (b) minutes of Executive Committee meetings and Council Meetings; and
 - (c) records, books and other documents relating to the Association.
- (2) A Member may inspect a document referred to in subclause (1):
 - (a) in hard copy, if available; or
 - (b) in electronic form, if available.
- (3) A Member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the Executive Committee, for each page copied.
- (4) The Executive Committee may refuse to allow a Member to inspect or obtain a copy

of a document under this clause:

- (a) that relates to confidential, personal, commercial, employment or legal matters; or
- (b) if the Executive Committee considers it would be prejudicial to the interests of the Association for the Member to do so.

47 Distribution of property on winding up

- 1) Subject to the Act and the Regulation, in a winding up of the Association, the surplus property of the Association (as that term is defined in section 65 of the Act) must be transferred to Netball NSW to be used for the promotion of Netball.
- 2) Subject to the Act and the Regulation, in a winding up of any Affiliated Club under this Constitution, the surplus property of the Affiliated Club must be transferred to the Association (CHNA) to be used for the ongoing use and furtherance of the Association.

48 This Constitution

- (1) This Constitution will have effect as a contract:
 - (a) between the Association and each Affiliated Club;
 - (b) between the Association and each other Member; and
 - (c) between a Member and each other Member,pursuant to which each Member agrees to accept the provisions of this Constitution and comply with its provisions so far as they apply to that Member.
- (2) This Constitution may be altered by special resolution passed by at least 75% of the votes cast at a Council Meeting of which not less than twenty-one days' written notice specifying the resolution(s) to be proposed has been given.
- (3) Any amendments made to the Constitution by a special resolution of the Members shall be sent to Netball NSW within 28 days of the Council Meeting at which such amendments were approved by Members.
- (4) Any amendments made to the Constitution by a special resolution of the Members shall be sent to the Department of Fair Trading (or other appropriate Government Agency) within 28 days of the Council Meeting at which such amendments were approved by Members.

49 Transitional Period for this Constitution

- 1) For the remainder of 2024, Clause 14 (2) (e) shall read:

"given to the Secretary at least five (5) days before the date fixed for the Annual General Meeting at which the election is to take place."

Annexure A

