

# North Eastern Netball Association Incorporated



## Constitution

**OCBA Incorporation Number: A20704**

Adopted 18<sup>th</sup> October 2016

## CONSTITUTION AMEDEMEMENTS

Amendments		Date Amended
6.1	President role amended	20-10-15
6.4	Treasurer role amended	20-10-15
6.11	NRNC – addition of proxy	20-10-15
6.12	Change of Website Admin to Social Media & Website Admin and new role	20-10-15
6.13	Academy Coordinator to attend all NRNC meetings	20-10-15
6.14	Addition of Club Delegate role	20-10-15
7.3	Clubs to nominate two (2) dispute delegates	20-10-15
7.3.4	Rewording of point 7.3.4 to be clearer and the addition of point d) to abide by decision of dispute committee	20-10-15
8.1	Changed to no absentee vote from Proxy	20-10-15
8.2	Changed to secret ballot instead of secret poll	20-10-15
10	Addition of correspondence from a member within N.E.N.A to N.E.N.A must be signed by club secretary or President.	20-10-15
19	Reworded to reflect MyNetball as now online.	20-10-15
20	Association colours included	20-10-15
6.5	Recorder year amended to March-march	18-10-16
6.6	Reporter duties amended	18-10-16
6.13.1	NRNC duties amended	17-10-17
5.8.3	Association Management Committee amended	17-10-17
19	Registration – amended	03-03-20

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## **1. NAME**

The name of the Association shall be the North Eastern Netball Association Incorporated herein after termed the Association.

## **2 OBJECTS**

The objects for which the Association is established are:

- 4.1 To promote and encourage the Australian game of netball
- 4.2 To arrange the time and place for all matches promoted by the Association.
- 4.3 To raise money by subscription, levies or in any other manner the Association may think fit.
- 4.4 To abide by the rules and polices of Netball SA.
- 4.5 The Association is a non-profit organisation pursuant to the Associations Incorporation Act 1985.

## **3 POWERS & DUTIES**

- 3.1 The Association will have all the powers conferred by Section 25 of the Act.
- 3.2 The Management Committee has the management and control of the funds and other property of the Association.

## **4 EXECUTIVE COMMITTEE**

The administration of the Association shall be in the hands of an Executive Committee, which shall consist of the President, Vice President and Secretary and a member of each club. Each club allowed only one vote.

- 4.1 The Executive shall be empowered by the delegates of the Association to act on their behalf.
- 4.2 The President shall also be empowered to contact or call the Executive together at their discretion between meetings.
- 4.3 The President shall, if present, preside at all meetings of the Association and shall have the casting vote only. In the absence of the President and Vice President, a Chairperson shall be elected for the meeting.

## **5 ASSOCIATION MANAGEMENT COMMITTEE**

- 5.1 The Association Management Committee shall consist of two delegates from each club and the Association President, Vice-President, Secretary, Treasurer and Recorder. Each club allowed only two votes. The President to have casting vote only.
- 5.2 The affairs of the Association shall be managed and controlled by the Management Committee.
- 5.3 The Management Committee has the management and control of the funds and other property of the Association.
- 5.4 The Management Committee shall meet together as deemed necessary by the members
- 5.5 President, Vice-President, Secretary, Treasurer, Recorder, Reporter, Clinics Co-ordinator, Country Championship Co-ordinator, and Umpire Co-ordinator shall be on a rotation system nominated from member clubs at the Annual General Meeting.
- 5.6 An Association Selection Committee shall consist of three persons to select teams from a training squad.
- 5.7 All meetings to be held at a central point rather than the host clubs choosing. That central point being Clare.
- 5.8 Affiliated clubs will be fined a sum set at each Annual General Meeting.
  - 5.8.1 not represented at an Association Meeting;
  - 5.8.2 not represented at an organised Association event; or
  - 5.8.3 not complying with conditions as set in the Association's Constitution and By-Laws. When an Association error occurs, NENA calls an Association Management Meeting for all clubs to discuss the error within 48 hours and decide and vote on the best course of action. The disputes committee need not be involved unless a majority vote cannot be reached.
- 5.9 Delegates reserve the right to make a final decision regarding the placement of teams from each club.
- 5.10 Umpires' fees and travelling for finals shall be paid from Association funds.

5.11 The Association to be programmed to follow the North Eastern Football League programme.

## **6 THE OFFICE BEARER ROLES OF THE ASSOCIATION:**

### **6.1 PRESIDENT**

The President is responsible to the Management Committee and will:

- 6.1.1 Chair meetings of the Management, Executive and Junior Committees whenever possible or delegate such duties to other members.
- 6.1.2 Have a casting vote at all meetings.
- 6.1.3 Be one of the Association's delegates on the Northern Regional Netball Committee (NRNC).
- 6.1.4 Represent the views of the Association and be the spokesperson for the Association or delegates as required.
- 6.1.5 Count the Best & Fairest Votes together with the Secretary and Recorder.
- 6.1.6 Present the President's Annual Report to the Annual General Meeting

### **6.2 VICE PRESIDENT**

The Vice President is responsible to the Management Committee, and in the absence of the President presides over the meeting as required.

### **6.3 SECRETARY**

The Secretary is responsible to the Management Committee and will:

- 6.3.1 Be the contact person for official correspondence.
- 6.3.2 Give notice of meetings in accordance with this Constitution.
- 6.3.3 Take minutes of every Association and Junior Committee meetings. Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose. The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent meeting. The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed. Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.
- 6.3.4 Ensure that records of the Association are kept including the Constitution, Rules and By-Laws, records of members, a register of minutes of all meetings and of notices, a file of correspondence and records of submissions or reports made by or on behalf of the Association.
- 6.3.5 Liaise with N.E.N.A Social Media & Website Administrator to ensure the Association website is kept up to date with the Association's current policies, Constitution Rules and By-Laws, news and calendar dates and the Facebook page is updated with coming events/achievements etc.
- 6.3.6 Count Best & Fairest Votes together with the President and Recorder.
- 6.3.7 Organise Best & Fairest Trophies and premiership medallions.
- 6.3.8 Attend N.E.N.A Dinners and Grand Final to assist with the presentation of awards/trophies/medallions.

### **6.4 TREASURER**

The Treasurer is responsible to the Management Committee and will

- 6.4.1 Be responsible for the receipt of all monies due to the Association.
- 6.4.2 Be responsible for the issue of official numbered receipts for all monies received and issue fines as advised.
- 6.4.3 Pay all accounts claimed against the Association, such cheques will be signed by at least two (2) office bearers of the Association.

- 6.4.5 Forward player registration payments as requested by Netball SA.
- 6.4.6 Check online payments and reconcile accounts monthly.
- 6.4.7 Ensure that financial budgets and statements are prepared and submit a report on the finances to each Management Committee Meeting.
- 6.4.8 The Association's financial year is from 1<sup>st</sup> October to 30<sup>th</sup> September.
- 6.4.9 Prepare a balance sheet to be duly audited by the appointed Auditor and presented at the Annual General Meeting.

## **6.5 RECORDER**

The Recorder is responsible to the Management Committee and will:

- 6.5.1 One week prior to the first match, check clubs registered players list on the Netball SA approved program, if players are not registered.
- 6.5.2 Be responsible for the recording of all registrations of players and scores of matches.
- 6.5.3 Keep weekly records of games played by players, game results, and provide the official premiership table to Kapunda Print, publisher of The Barracker on a regular basis.
- 6.5.4 Liaise with the N.E.N.A Reporter on a weekly basis to ensure scores entered on the Association's website are correct.
- 6.5.5 1<sup>st</sup> of June, compares registered players to matches played report, and informs clubs of players who are required to be registered. Netball SA requires all players to be uploaded by the 30th of June.
- 6.5.6 Supplies treasurer with registration numbers to be invoiced to clubs.
- 6.5.7 At the end of August, compares registered players to matches played report, and informs clubs of players who are required to be registered or de-registered. Supplies treasurer with registration numbers to be invoiced/reconciled to clubs.
- 6.5.8 Supply scorecards for all finals matches.
- 6.5.9 Advise the Treasurer of fine notices to be issued to Clubs for score card infringements.
- 6.5.10 Count Association Best & Fairest Votes together with the President and Secretary.
- 6.5.11 - At the beginning of the following season, input and build the final NEFL Program in My Netball.

## **6.6 REPORTER**

The Reporter is responsible to the Management Committee and will:

- 6.6.1 Advise Clubs at the beginning of each season the format of reporting as decided at the Management Committee meeting.
- 6.6.2 - Collate club's weekly and finals reports and submit to local newspaper/s and upload to the NENA website and post on the NENA Facebook page or as directed by the Management Committee.
- 6.6.3 - Receive weekly and final scores and submit to the Sunday Mail, Monday Advertiser.
- 6.6.4 - Advise the Treasurer of fine notices to clubs not submitting weekly reports.

## **6.7 UMPIRE CO-ORDINATOR**

The Umpires' Co-ordinator is responsible to the Management Committee and will:

- 6.7.1 Organise Umpires for Country Championships, Carnivals and Finals.
- 6.7.2 Convene Umpires Exams/Clinics/Workshops for the Association.
- 6.7.3 Advise the Treasurer of payment for services by umpires and fines to Clubs.
- 6.7.4 Prepare reports for Management Committee meetings and the Annual General Meeting.

## **6.8 CLINIC CO-ORDINATOR**

The Clinic Co-ordinator is responsible to the Management Committee and will:

- 6.8.1 Convene coaching and players clinics.
- 6.8.2 Advise the treasurer of payment to presenters and fines to clubs for non-attendance at clinics.
- 6.8.3 Prepare reports for management committee meetings and the annual general meeting.

## **6.9 COUNTRY CHAMPIONSHIP CO-ORDINATOR**

The Country Championship Co-ordinator is responsible to the Management Committee and will:

- 6.9.1 Convene and take minutes of Country Championship Committee meetings.
- 6.9.2 Perform duties as the Country Championship Committee directs including the Association Country Championship team nominations, accommodation, meal venue and bus hire bookings.
- 6.9.3 Accept nominations of players for each Country Championship team and present such nominations to the Country Championship Committee.
- 6.9.4 Accept nominations for the positions of coach and team manager for each Country Championship team. If more nominations are received than required, to meet with the President of the Association to decide the best qualified person for the position.
- 6.9.5 Co-ordinate Country Championship team trials and trainings.
- 6.9.6 Maintain and distribute uniforms.
- 6.9.7 Follow Country Championship Guidelines.
- 6.9.8 Prepare a report for Management Committee meetings.

#### **6.10 NETBALL SA DELEGATE**

The Netball SA Delegate is responsible to the Management Committee and will:

- 6.10.1 Be appointed at the Association's Annual General Meeting.
- 6.10.2 Attend all Netball SA Council meetings.
- 6.10.3 Prepare a report for the Management Committee meeting.

#### **6.11 NORTHERN REGIONAL NETBALL COMMITTEE (NRNC) DELEGATES**

The NRNC Delegates are responsible to the Management Committee and will:

- 6.11.1 Appoint two delegates (Association President & Academy Coordinator or proxy eg Secretary/Vice President) at the Association's Annual General Meeting.
- 6.11.2 Attend all NRNC meetings.
- 6.11.3 Prepare a report for the Management Committee meeting.
- 6.11.4 The Association to supply a President and Secretary on a 2 year rostered system in conjunction with APNA and NANA.

#### **6.12 SOCIAL MEDIA & WEBSITE ADMINISTRATOR**

The Website/Facebook Administrator is responsible to the Management Committee for managing the promotion of the Association through regular media presence and publications. This position will:

- 6.12.1 Ensure appropriate promotion of the Association is conducted at appropriate times during the season
- 6.12.2 Manage and update the Association website regularly with relevant policies (i.e N.E.N.A, Netball SA, Netball Australia), Constitution Rules and By-Laws, news items, match reports and calendar dates.
- 6.12.3 Liaise with affiliated clubs to positively promote the Association and the Australian sport of netball.
- 6.12.4 Produce content for the website and social media platforms.
- 6.12.5 Contribute to the credibility of the site by ensuring it is up to date with all of the latest news and make regular contributions on the N.E.N.A Facebook page.
- 6.12.6 Prepare reports for management committee meetings and the annual general meeting.

### **6.13 ACADEMY COORDINATOR**

The Academy Co-Ordinator is responsible to the Management Committee and will:

- 6.13.1 Promote Northern Regional Netball Academy registration link and deadline on NENA facebook page and to clubs to ensure NENA player register online.
- 6.13.2 Acknowledge successful NENA players throughout the season:
  - Articles in Barracker and NENA Website
  - Provide list of players and photos to NENA Secretary for NENA dinner
- 6.13.3 Attend all NRNC meetings as NENA delegate or advise proxy and act as minute taker as per NRNC roster when it's NENA's turn.
- 6.13.4 Prepare reports for management committee meetings and the annual general meeting.

### **6.14 CLUB DELEGATES**

According to N.E.N.A Constitution rule 5.1, the Management committee will be made of two delegates from each club. The role of these delegates is:

- 6.14.1 Attend all N.E.N.A Management Meetings.
- 6.14.2 Ensure agenda items/correspondence is discussed at a club level and vote in accordance with the interests of their club not their personal beliefs.
- 6.14.3 Read all Management Meeting minutes to ensure they are a true and accurate record before voting to be carried.
- 6.14.4 If the delegate cannot attend meetings, a nominated Club proxy must attend.

## **7 SUBSIDIARY COMMITTEES**

Subsidiary Committees are responsible to the Management Committee and decisions are ratified at Management Committee meetings.

### **7.1 COUNTRY CHAMPIONSHIP COMMITTEE**

The Country Championship Committee is responsible for organising the activities of the Country Championship teams.

- 7.1.1 The Country Championship committee will consist of the President, Country Championship Co-ordinator and two (2) representatives from each Club. Each club allowed only two (2) votes. The President to have casting vote only.

**PENALTY:** Fine as set at the AGM

- 7.1.2 The Country Championship teams' budget and expenditure is to be submitted for approval to the Management Committee
- 7.1.3 The Country Championship Committee abides by the Association's Country Championship Guidelines.

### **7.2 JUNIOR COMMITTEE**

The Junior Committee is responsible for organising and developing junior netball in the Association

- 7.2.1 The Junior Committee will consist of the President, Secretary and two (2) representatives from each Club. Each club allowed only two (2) votes. The President to have casting vote only.

**PENALTY:** Fine as set at the AGM

- 7.2.2 Grant junior team and player exemptions prior to the current season. Clubs to give 14 days notice prior to the Junior Committee meeting to the Secretary of such exemptions.

### **7.3 DISPUTES COMMITTEE**

The Disputes Committee is called to receive immediate disputes. Each member club to nominate two people with only one required to attend any dispute meeting. These dispute delegates shall



not be on the executive or be a member of any N.E.N.A. club. There shall be five members to act on each appeal.

7.3.1 The Association shall with all convenient speed on the receipt of such dispute, forward copies thereof to the club against which such dispute shall be directed, and to notify it and the Disputes Committee of the time and place of hearing of such dispute.

7.3.2 Any dispute lodged must be given verbally within forty-eight hours to the Association Secretary, followed immediately in writing and accompanied by a fee set at the Annual General Meeting.

7.3.3 If the Disputes Committee considers the dispute frivolous the fee shall be forfeited to the Association.

7.3.4 In the event of any dispute being found to be justified, the fee shall be returned and the Disputes Committee may impose any one or more of the following actions:

- a) Order a match to be replayed;
- b) Award a match against the offending club or team;
- c) Suspend or expel any club, team, player or member; or
- d) Abide by the decision of the Disputes Committee.

## **8 VOTING**

Simple majority of delegates present shall determine resolutions at Association and committee meetings unless stipulated otherwise in the Constitution.

8.1 No absentee voting allowed.

8.2 A secret ballot will only be held if demanded by at least 4 delegates present at the meeting.

## **9 SPECIAL OR ORDINARY RESOLUTION**

9.1 A special resolution is a special resolution as defined in the Act.

9.2 An ordinary resolution is a resolution passed by a simple majority at an Association meeting.

## **10 MEETINGS**

10.1 Annual General Meeting of the Association shall be held not later than the twenty first day of October in each year, when the report of the President of the past season, and the Treasurer's accounts duly audited, shall be submitted for approval, officers elected and any other business transacted. The date, time, place and agenda of the meeting shall be duly notified in writing by the Association Secretary to each club secretary, fourteen days prior to the date of the meeting.

10.2 Each club to be notified at least seven days prior to a Management Committee meeting in writing.

10.3 The Association Secretary shall call a Special General Meeting of the Association as soon as possible after receiving a requisition to do so, signed by the secretaries of at least two clubs, stating the business to be brought forward. Such a Special General Meeting will be given up to fourteen days notice which also will include a brief outline of the proposed business.

10.4 No correspondence from within N.E.N.A will be tabled at meetings unless it is signed by a N.E.N.A club Secretary or President or at the N.E.N.A Presidents discretion.

## **11 PROCEDURES OF MEETINGS/QUORUM**

11.1 The Association shall meet together for the dispatch of business as deemed necessary by the delegates. Questions arising shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote only.

11.2 If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the delegates may choose a delegate from the floor to be the chairperson of that meeting.

11.3 If after the expiration of fifteen minutes from the time appointed for a Annual General Meeting, Special General Meeting or Management Meeting of the Association there shall be less than one half of the delegates present, the President shall declare the meeting at an end and in such an event the business not disposed of shall be deferred until the next meeting at which it shall take precedence over all other business.

11.4 The Executive shall have the power to deal with any urgent business not dealt with because of the required quorum.

## **12 LIFE MEMBERSHIP**

12.1 The Management Committee may consider the recommendation of any person to be elected a Life Member in recognition of outstanding service rendered to the Association

12.2 A written report, outlining the history of the nominee for Life Membership will be submitted to the Association Secretary not less than thirty (30) days before an Association Management Meeting. The nomination to be circulated all affiliated clubs before the Management Meeting with any official correspondence.

12.3 The nominee may be elected a Life Member by 75% of those present and entitled to vote.

12.4 The Life Membership to be presented at the N.E.N.A Presentation Dinner.

## **13 PATRON**

The appointment of Patron to be nominated by the Club rostered to be the Association Office bearers and be subject to approval of the Annual General Meeting of the Association

## **14 AUDITOR**

14.3 The Auditor will be elected at the Associations Annual General Meeting

14.4 The Auditor is to hold office until the next Annual General Meeting and is eligible for re-appointment

## **15 PUBLIC OFFICER**

15.3 The Public Officer be elected at the Association's Annual General Meeting and is eligible for re appointment

15.4 The Public Officer is to perform duties as required by The Act.

## **16 CLUB MEMBERS/AFFILIATION**

16.1 The member clubs shall be Blyth/Snowtown, BBH, BSR, North Clare, South Clare, Min/Man, Eudunda/Robertstown and RSMU.

16.2 Additional clubs may be admitted from time to time with approval of the Management Meeting held after the Annual General Meeting under the following conditions:

16.2.1 Each club to pay affiliation fee. The fee and date payable to be set at the management meeting after the Annual General Meeting.

**PENALTY:** Fines to be set at Annual General Meeting.

16.2.2 All applications to join the Association must be in writing and in the hands of the Association Secretary twenty one days prior to the General Meeting held after the Annual General Meeting.

## **17 CLUB AMALGAMATION/WITHDRAWAL**

17.1 Any club wishing to amalgamate with another affiliated club may do so with the approval of the Management Meeting held after the Annual General Meeting and must remain amalgamated for the completion of the season.

17.2 No club may withdraw from the Association without giving at least one month's written notice of intention to do so, and shall be necessary for such club to return immediately to the Association any property belonging to the Association, such as a shield.

17.2.1 Such club shall remain liable for all subscriptions and fees incurred up to the time of lodging its application to withdraw from the Association.

## **18 ASSOCIATION WITH NETBALL SA**

18.1 At the Annual General Meeting each year, delegates shall decide twelve months in advance whether the Association shall affiliate with Netball SA.

18.2 In the event of the Association affiliating with Netball SA it shall have the power to refer any matter to the Netball SA for its decision, and such decision shall be final.

18.3 Any club, team or member having any complaint or appeal shall make such complaint or appeal, in writing to the Association and in the event of not receiving satisfaction, such club, team or member may appeal to the Netball SA **but such appeal must come through the Association Secretary and Council Delegate.**

## **19 REGISTRATION**

Each player to register themselves and/or each club shall register its players in the current season on the Netball SA approved platform before taking the court in the North Eastern Netball Association competition.

## **20. UNIFORMS**

20.1 Every club shall register its colour and uniform with the Association. In the event of an emergency, another colour may be substituted, provided it is acceptable to the opposing captain and the umpires.

20.2 The Association colours shall be green and yellow.

## **21. FINANCIAL YEAR**

21.1 The Association's financial year is from 1<sup>st</sup> October to 30<sup>th</sup> September.

21.2 The Association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

## **22. CONSTITUTION**

22.1 No rule of the Association shall be altered, rescinded or added to except at the Annual General Meeting or a Special Meeting called for that purpose. Each club shall receive written notice twenty one days prior to the said meeting of the proposed alterations, repeals or additions.

22.2 No such alteration, repeal or addition shall be effective unless it is carried by a majority of two-thirds of members present and entitled to vote.

22.3 The alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Branch, as required by the Act. The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

22.4 Any matter not provided for in these rules, shall be dealt with as the Association may think fit.

## **23 DISSOLUTION**

In case it shall appear at any time advisable or necessary to dissolve the Association a Special Meeting with at least 21 days written notice is given to all members of the association specifying the intention to propose the resolution as a special resolution.

23.1 A majority of not less than three quarters of delegates present to resolve that the Association is absolutely dissolved and the affairs wound up accordingly in the manner provided in the Associations Incorporation Act, 1985.

23.2 If upon the winding up of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed amongst the members but shall be given or transferred to some other institution or institutions having similar to that of the Association and which shall prohibit the distribution of its or their property amongst its or their members to an extent at least as great as that imposed by this rule.