

Warnervale Wildcats Netball Club Constitution



Formed 27th September 2019

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ASSOCIATIONS INCORPORATION ACT 2009 (NSW) CONSTITUTION WARNRVALE WILDCATS NETBALL CLUB

1. NAME OF CLUB

The name of the Club shall be WARNERVALE WILDCATS NETBALL CLUB (herein after referred to as “the Club”).

2. DEFINITIONS & INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

“**Act**” means the *Associations Incorporation Act 2009 (NSW)*.

“**Chairperson**” means the Individual Member, either President, Vice President or delegate appointed by the Committee under **clause 25.2**.

“**Committee**” means the body managing the Club and consisting of the Executive committee and the committee members.

“**Constitution**” means this Constitution of the Association.

“**Committee Member**” means a Member of the Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution but does not include the Executive Committee.

“**Committee Meeting**” means the meetings conducted to manage all matters relating to the Club during the year with exception of Annual General and General Meetings.

“**Executive Committee**” means those members elected in accordance with **clause 15** of this Constitution.

“**General Meeting**” means the Annual or any Special General Meeting of the Club.

“**Individual Member**” means a registered, financial Member of the Club who is at least 18 years of age.

“**Intellectual Property**” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association.

“**Junior Member**” means a registered Member of the Club who is younger than 18 years of age.

“Life Member” means an Individual appointed as a Life Member of the Club under **clause 5.2**.

“Local area” means the geographical area for which the Club is responsible as recognised by the regional and/or state organisations for Netball of which the Club is a Member.

“Member” means a Member of the Club for the time being under **clause 5**.

“NSO” means the National Sporting Organisation being Netball Australia.

“Objects” mean the Objects of the Club in **clause 3**.

“Public Officer” means the person appointed to be the public officer/ Secretary of the Association in accordance with the Act.

“Register” means a register of Members kept and maintained in accordance with **clause 7**.

“RSO” means the Regional Sporting Organisation being Wyong District Netball Association Incorporated.

“Special Resolution” means a Special Resolution defined in the Act.

“SSO” means the State Sport Organisation being Netball NSW.

“The Club” means the Warnervale Wildcats Netball Club.

“WDNA” means the Wyong District Netball Association Incorporated.

“WWNC” means Warnervale Wildcats Netball Club.

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;

(g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and

(h) a reference to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Club is established solely for the Objects. The Objects of the Club are established to:

- (a) conduct, encourage, promote, advance and administer Netball throughout the local area;
- (b) act, at all times, on behalf of and in the interest of the Members and Netball in the local area;
- (c) affiliate and otherwise liaise with the RSO, SSO and/or NSO of which the Club is a Member and adopt their rule and policy frameworks to further these Objects;
- (d) abide by, promulgate, enforce and secure uniformity in the application of the rules of Netball as may be determined from time to time by NSO or IF and as may be necessary for the management and control of Netball and related activities in New South Wales;
- (e) advance the operations and activities of the Club throughout the local area;
- (f) have regard to the public interest in its operations; and
- (g) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS

5.1 Members

The Members of the Club shall consist of:

- (a) Individual Members, or parents or legal guardian of Junior members who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
- (b) Junior Members, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.

5.2 Life Members

- (a) The Committee may recommend to the attendees at a General Meeting that any natural person who has rendered distinguished service to the Club Association for such minimum period of ten years' service or as the Executive deems appropriate be appointed as a Life Member.
- (b) A resolution of the General Meeting to confer life membership (subject to **clause 5.2 (c)** on the recommendation of the Committee must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.
- (d) Committee to discuss life membership nominations at 2 General meeting preceding the Clubs Presentation event and Membership to be awarded at Senior presentation.
- (e) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.
- (f) A person ceases to be a Life Member of the Association if the person:
 - i) dies; or
 - ii) is expelled from the Club in accordance with the Member Protection Policy.

6. MEMBERSHIP APPLICATION

6.1 Application for Membership

An application for membership must be:

- (a) in writing or online on the form prescribed from time to time by the Committee (if any), from the applicant or its nominated representative and lodged with the Club; and
- (b) accompanied by the appropriate fee (if any).

6.2 Discretion to Accept or Reject Application

- (a) The Club may accept or reject an application whether the applicant has complied with the requirements in clause 6.1 or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Club accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by the Club. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

6.3 Renewal

Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.

6.4 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.4(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

7.1 Club to Keep Register

The Club shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address and date of entry of each Member; and
- (b) where applicable, the date of termination of membership of any Member.

Members shall provide notice of any change and required details to the Club within one month of such change.

7.2 Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the objects, in such manner as the Committee considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations;
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club, RSO, SSO and NSO;
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Netball; and
- (e) they are entitled to all benefits, advantages, privileges and services of Club membership.

9. DISCONTINUANCE OF MEMBERSHIP

9.1 Notice of Resignation

- (a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving notice in writing or verbally to the Club.
- (b) Once the Club receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

9.2 Discontinuance for Breach.

(a) Membership of the Club may be discontinued by the Committee upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club, failure to comply with the Regulations or any resolutions or determinations made or passed by the Committee or any duly authorised committee.

(b) Membership shall not be discontinued by the Committee under **clause 9.2 (a)** without the Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.

(c) Where a Member fails, in the Committee's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2 (a)** by the Club giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3 Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

(a) must seek renewal or re-apply for membership in accordance with this Constitution; and

(b) may be re-admitted at the discretion of the Committee.

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club and its property and shall not use any property of the Club including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to the Club immediately.

9.5 Membership may be Reinstated

Membership which has been discontinued under **clause 9** may be reinstated at the discretion of the Executive Committee, with such conditions as it deems appropriate.

9.6 REFUND OF MEMBERSHIP FEES

Membership fees or subscriptions paid by the discontinued Member may be refunded on in full prior to SSO registration closing date. After this date only the WWNC portion of the registration can be refunded up until the second Competition game to the Member upon discontinuance.

10. DISCIPLINE

(a) The Committee may commence or cause to be commenced disciplinary proceedings against a Member who has allegedly:

- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Committee or any duly authorised committee;
- (ii) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club and/or Netball; or
- (iii) brought the Club, any other Member or Netball into disrepute.

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the Regulations.

(b) The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

11. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and any fees or other levies payable by Members to the Club and the time for and manner of payment shall be as determined by the Committee.

12. EXISTING COMMITTEE

The Members of the committee of the Club in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next annual General Meeting following such adoption of this Constitution. After this Annual General Meeting the positions of the Committee shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

13. POWERS OF THE COMMITTEE

Subject to the Act and this Constitution, the business of the Club shall be managed and the powers of the Club shall be exercised by the Committee. In particular, the Committee shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

14. COMPOSITION OF THE COMMITTEE

14.1 COMPOSITION OF THE COMMITTEE

The Committee shall comprise:

- (a) A minimum of five Individual Members, elected under **clause 15**, who shall form the Executive Committee and shall serve as:
 - (i) President;
 - (ii) Vice President;

- (iii) Secretary/Public Officer;
 - (iv) Treasurer; and
 - (v) Registrar.
- (b) Up to seven Individual Members, elected under **clause 15**, who shall serve as non-executive Committee Members; and
- (c) Up to two appointed Committee Members who need not be Individual Members and who may be appointed by the existing committee in accordance with **clause 16**.

14.2 Election and Appointment of Committee

- (a) The elected Committee shall be elected under **clause 15**.
- (b) The appointed Committee may be appointed under **clause 16**.

14.3 Portfolios

The Committee may allocate portfolios to Committee members. The portfolios shall be:

- (a) Umpires Convener;
- (b) Coaches Convener;
- (c) WDNA Delegate; and must be an Individual Member to have voting rights at WDNA meetings.
- (d) Uniform Officer;
- (e) Sponsorship and Fundraising Officer;
- (f) Publicity Officer.

14.4 Sub Committees

The Committee may create sub-committees as necessary to fulfil various planning and coordination roles. These sub-committees shall be chaired by Committee Members, appointed to the role by the Committee and may comprise Individual Members not currently serving on the Committee.

14.5 Assistant Executive Positions

The Committee may appoint Assistant Executive positions. The Assistant Executive positions shall be:

- (a) Assistant Secretary;

- (b) Assistant Treasurer; and
- (c) Assistant Registrar.

15. ELECTED COMMITTEE

15.1 Nomination for Committee

- (a) Nominations for elected Executive Committee and non-executive Committee positions shall be called for thirty (30) days prior to the Annual General Meeting.
- (b) Nominees for elected Executive Committee and non-executive Committee positions must declare any position they hold in an NSO, SSO or RSO.

15.2 Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) nominated or signed by One Individual Members;
- (d) agreed to or certified by the nominee (who must be an Individual Member) expressing their willingness to accept the position for which they are nominated; and
- (e) delivered to the Club not less than seven (7) days before the date fixed for the annual General Meeting.

15.3 Elections

- (a) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the committee, then those nominated shall be declared elected.
- (b) If there are insufficient nominations received to fill all vacancies on the committee, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Committee.

- (d) Voting shall be conducted in such a manner and by such a method as determined by the Committee from time to time.

15.4 Term of Appointment for Elected Committee

- (a) Committee Members elected under **clause 15** shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of committee members, elected Committee members shall remain in office from the conclusion of the annual General Meeting at which the election occurred until the conclusion of the second annual General Meeting following.
- (b) All positions shall be declared vacant at the Annual General Meeting each year.

16. APPOINTED COMMITTEE MEMBERS

16.1 Appointment of Committee Members

The elected committee may appoint up to two (2) appointed committee members.

16.2 Qualifications for Appointed

The appointed committee members may have specific skills in commerce, finance, marketing law or business generally or such other skills which complement the committee composition. They do not need to be Members.

16.3 Term of Appointment

- (a) Appointed committee members may be appointed by the elected committee under this Constitution for a term of one year, which shall commence from the first committee meeting after the annual General Meeting until after the conclusion of the second annual General Meeting that follows.
- (b) Appointed committee members may be appointed to ensure rotational terms that coincide with the elected committee rotational terms.
- (c) Any adjustment to the term of appointed committee members appointed under this Constitution necessary to ensure rotational terms under this Constitution shall be determined by the Committee.
- (d) Following the adoption of this Constitution, no person who has served as an appointed committee member for a period of one (1) full term shall be eligible for appointment as an appointed committee member until the next annual General Meeting following the date of conclusion of their last term as an appointed committee member.

17. VACANCIES ON THE COMMITTEE

17.1 Casual Vacancies

- a) Unfilled Executive and Committee positions can be filled up to 14 days after the Annual General Meeting, if more than 2 Executive Committee members agree to the appointment.
- b) Any casual vacancy occurring in a position on the Executive Committee may be filled by the remaining Executive Committee Members from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Executive Committee Member's term under this Constitution.
- c) Any casual vacancy occurring in a position on the Committee may be filled by the remaining Committee Members from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Committee Member's term under this Constitution.

17.2 Grounds for Termination of Committee Member

In addition to the circumstances in which the office of a committee member becomes vacant by virtue of the Act, the office of a committee member becomes vacant if the committee member:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns their office in writing to the Club;
- (e) is absent without the consent of the Committee from meetings held during a period of three months;
- (f) holds any office of employment with the Club without the approval of the Committee;
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest;
- (h) in the opinion of the Committee (but subject always to this Constitution):
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club; or
 - (ii) has brought the Club into disrepute.
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a member of a corporation under the *Corporations Act 2001 (Cth.)*.

17.3 Committee May Act

In the event of a casual vacancy or vacancies in the office of a Committee member or Committee Members, the remaining Committee may act. However, if the number of remaining Committee members is not sufficient to constitute a quorum at a meeting of the committee, they may act only for the purpose of increasing the number of Committee Members to a number sufficient to constitute a quorum.

18. MEETINGS OF THE COMMITTEE

18.1 Committee to Meet

The committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit. The committee members may at any time convene a meeting of the committee within reasonable time.

18.2 Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the committee shall be decided by a majority of votes and a determination of a majority of committee members shall for all purposes be deemed a determination of the committee. All committee members shall have one vote on any question. Where voting is equal, the motion will be lost.

18.3 Resolutions Not in Meeting

(a) A resolution in writing that has been signed or assented to by telegram, email, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Committee members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the committee members.

(b) Without limiting the power of the committee to regulate its meetings as it thinks fit, a meeting of the committee may be held where one or more of the committee members is not physically present at the meeting, provided that:

(i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication.

(ii) Notice of the meeting is given to all the committee members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the committee or this Constitution. The notice will specify that committee members are not required to be present in person.

(iii) If a failure in communications prevents **clause 18.3(b) (i)** from being satisfied by the number of committee members which constitutes a quorum, and none of such committee members are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 18.3(b) (i)** is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.

(iv) Any meeting held where one or more of the committee members is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a committee member is there present. If no committee member is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

18.4 Quorum

At meetings of the Committee the number of Committee members whose presence is required to constitute a quorum is four (4).

18.5 Notice of Committee Meetings

Unless all committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than fourteen (14) days written notice of the meeting of the Committee shall be given to each Committee member. The agenda shall be forwarded to each Committee Member not less than three (3) days prior to such meeting.

18.6 Chairperson

The Committee Meeting shall be chaired by the President. If the President is not present or is unwilling or unable to preside at a Committee Meeting, the Vice President shall chair the Meeting. If the Vice President is not present or is unwilling or unable to preside at a Committee Meeting, the Committee shall nominate the Chairperson from those present, provided that a Quorum exists.

18.7 Conflict of Interest

A Committee member shall declare their interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. They shall, unless otherwise determined by the committee, absent himself from discussions of such matters and shall not be entitled to vote in respect of such matters. If the committee member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a committee member to absent himself /herself from discussions and refrain from voting, the issue should be immediately determined by vote of the committee members. If this is not possible, the matter shall be adjourned or deferred.

18.8 Disclosure of Interests

(a) The nature of the interest of a committee member must be declared at the meeting of the committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the committee members at the next meeting of the committee. If a committee member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the committee held after the committee member becomes interested.

(b) All disclosed interests must also be disclosed to each Annual General Meeting in accordance with the Act.

18.9 General Disclosure

A general notice stating that a committee member is a Member of any specified firm or company and that they are 'interested' in all transactions with that firm or company is sufficient declaration under **clause 18.8**. After the distribution of the general notice, it is not necessary for the director to give a special notice regarding any particular transaction with that firm or company.

18.10 Recording Disclosures

Any declaration made, any disclosure or any general notice given by a committee member in accordance with **clauses 18.7, 18.8 and/or 18.9** must be recorded in the minutes of the relevant meeting.

19. ANNUAL GENERAL MEETING

(a) The Club's annual General Meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Committee.

(b) All General Meetings other than the annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

20. SPECIAL GENERAL MEETINGS

20.1 Special General Meetings May be Held

The Committee may, whenever it thinks fit, convene a Special General Meeting. When, but for this clause, more than fifteen months elapses between annual General Meetings, the Committee shall convene a Special General Meeting before the expiration of that period.

20.2 Requisition of Special General Meetings

(a) The secretary will convene a Special General Meeting when five per cent of Members (no less) submit a requisition in writing.

(b) The requisition for a Special General Meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

(c) If the Committee does not cause a Special General Meeting to be held one month after the date in which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a Special General Meeting to be held no later than three months after that date.

(d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Committee.

21. NOTICE OF GENERAL MEETING

(a) Notice of every General Meeting shall be given to every Committee Member entitled to receive notice. Notices shall be sent to the email address appearing in the Club's Register. No other person shall be entitled, as of right, to receive notices of General Meetings.

(b) A notice of a General Meeting shall specify the place, day of the meeting.

(c) At least twenty-one (21) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:

(i) any notice of motion received from Members entitled to vote.

22. BUSINESS

(a) The business to be transacted at the annual General Meeting includes the consideration of accounts and the reports of the Committee and the election of Committee members under this Constitution.

(b) All business that is transacted at a General Meeting and at an annual General Meeting, with the exception of those matters set down in **clause 23**, shall be special business.

23. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Club no less than thirty days (excluding receiving date and meeting date) prior to the General Meeting.

24. PROCEEDINGS AT GENERAL MEETINGS

24.1 QUORUM

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings

of the Club shall be at least one Executive Committee member and **four (4)** of Members.

24.2 Chairperson to Preside

The President of the Club shall, subject to this Constitution, preside as chair at every General Meeting except:

- (a) in relation to any election for which the chairperson is a nominee; or
- (b) where a conflict of interest exists.

If the President is not present, or is unwilling or unable to preside, the Vice President shall preside as chair. In the event of the Vice President being unwilling or unable to preside, the delegates present shall appoint another to preside as chairperson for that meeting only.

24.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 24.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

24.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of the Members.

24.5 Recording of Determinations

Unless a poll is demanded under **clause 24.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The

declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's book of proceedings.

24.6 Where Poll Demanded

If a poll is duly demanded under **clause 24.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

25. VOTING AT GENERAL MEETINGS

25.1 Members Entitled to Vote

Each Individual Member shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

25.2 Chairperson May Exercise Casting Vote

Where voting at General Meetings is equal, the Chairperson may exercise a casting vote. If the Chairperson does not exercise a casting vote the motion will be lost.

25.3 Proxy Voting

Proxy voting shall not be permitted at all General Meetings.

25.4 Postal Voting

No motion shall be determined by a postal ballot unless determined by the Committee. If the Committee so determines, the postal ballot shall be conducted under the procedures set by the Committee from time to time.

26. MEMBER PROTECTION POLICY

The Club adopts the Member Protection Policy as written and amended from time to time by Netball NSW. The Member Protection Policy is held under separate cover and a copy is held by the RSO and also available on the RSO website for clubs to access.

27. RECORDS AND ACCOUNTS

27.1 Records

The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club and the Committee). It shall produce these as appropriate at each Committee and General Meeting.

27.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary.

27.3 Committee to Submit Accounts

The Committee shall submit the Club's statements of account to the Committee Members at the annual General Meeting in accordance with this Constitution and the Act.

27.4 Accounts Conclusive

The statements of account, when approved or adopted by an annual General Meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

27.5 Negotiable Instruments

All cheques, promissory notes, banker's drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any one duly authorised Committee members or in such other manner as the Committee determines.

27.6 Inspection of Books

Any Registered Member may inspect the books of account and minute book of the Association to the extent permitted by law at any reasonable time.

28. ANNUAL FINANCIAL STATEMENTS

(a) The financial statements of the Club shall be presented by the Treasurer of the club to the Committee at every General Meeting and a record of the bank account balance shall be recorded in the minutes of the meeting. At the conclusion of each financial year, the Treasurer will produce the end of year financial statements and provide a copy of all invoices paid, bank statements, receipts and umpire payments to the Executive Committee members to be inspected at the Annual General Meeting. This may be in electronic form or paper form. A copy of these reports will be kept on file by the Secretary of the club and the Treasurer must keep a copy in accordance with the Australian taxation office rules.

(b) The Financial Year of the Club shall commence on 1st November and end on 31st October of each year.

29. INCOME

(a) Income and property of the Association shall be derived from such sources as the Committee determines from time to time.

- (b) The income and property of the Club shall be applied solely towards the promotion of the Objects.
- (c) Except as prescribed in this Constitution or the Act:
 - (i) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any member; and
 - (ii) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any member who holds any office of the Club.
- (d) Payment in good faith of or to any Member can be made for:
 - (i) any services actually rendered to the Club whether as an employee, committee member or otherwise;
 - (ii) goods supplied to the Club in the ordinary and usual course of operation;
 - (iii) interest on money borrowed from any Member;
 - (iv) rent for premises demised or let by any Member to the Club; or
 - (v) any out-of-pocket expenses incurred by a Member on behalf of the Club.

Nothing in **clauses 30(a) or 30(b)** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

30. WINDING UP

- (a) Subject to this Constitution the Club may be wound up in accordance with the Act.
- (b) The liability of the Members of the Club is limited.

31. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a General Meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

32. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

33. REGULATIONS

33.1 Committee to Formulate Regulations

The Committee may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and Netball in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Committee.

33.2 Regulations Binding

All Regulations are binding on the Club and all Members.

33.3 Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

33.4 Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Committee and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

34. STATUS AND COMPLIANCE OF CLUB

34.1 Recognition of Club

The Club is a Member of the regional and/or state bodies for Netball and is recognised by those bodies as the entity responsible for the delivery of Netball in the local area and is subject to compliance with this Constitution. The regional and/or state bodies' Constitutions shall continue to be so recognised and shall administer Netball in the local area in accordance with the Objects.

34.2 Constitution of the Club

This Constitution will clearly reflect the Objects of the region and state bodies for Netball and will conform to the Constitutions of those bodies, subject always to the Act.

34.3 Region and SSO

The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

35. NOTICE

(a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or facsimile transmission or, where available, by electronic mail to the Member's registered address or facsimile number or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address, facsimile number or electronic mail address.

(b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.

(c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.

(d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

36. INDEMNITY

(a) Every Committee Member and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as director or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.

(b) The Club shall indemnify its Committee members and employees against all damages and losses (including legal costs) for which any such director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:

(i) In the case of a Committee Member, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or

(ii) In the case of an employee, performed or made in the course of, and with the authority, express or implied, of the Club.