

CONSTITUTION

PART I: PRELIMINARY

1. TITLE

The name of The Club shall be (Carlingford Flames Netball Club).

Throughout this document (Carlingford Flames Netball Club) shall be referred to as The Club.

2. HEADQUARTERS

Headquarters shall be (insert sport/recreation club ground.) Eastwood Ryde Netball Association courts.

3. COLOURS

Orange, Ink Blue

4. OBJECTIVES

To be affiliated with and support the current district association.

To further interests of its members, and promote the game of netball under affiliation with the current district association.

To further the interest of its members, and promote the game of netball under affiliation with the current district netball association.

To cooperate with other affiliated organizations to further the game of netball.

To provide court of appeal, in form of disputes patrons in cases of disputes connected with netball under authority of The Club.

5. PATRON

The Club may from time to time appoint one or more patrons and may also cancel any such appointment.

PART II

6. MEMBERSHIP

Member

Membership is open to:

- All persons wishing to participate in and support the sport of netball
- Members shall adopt and obey this constitution, the By-Laws, Standing Orders, Codes of Conduct and Rules of the club.

6.1. MEMBERS OF THE CLUB:

Member voting

A voting member is:

- Any player who is 18 years and over as at the 1st January in the year of play
- Any non-player who is 18 years and over who has a sibling playing for The Club as at the 1st January in the year of play.
- A life member

Life members

Any member of The Club may be elected as a life member of The Club in recognition of a minimum of ten (10) years of **outstanding** service to the club.

A candidate for election as a life member shall be nominated by two (2) Club members.

Any nomination for life membership must be submitted to the Executive Committee at least one (1) month before the Annual General Meeting at which the nomination will be considered to enable the Executive Committee to check the candidate's eligibility.

The nomination must be approved by a vote of at least three-quarters of the members present and voting at the Annual General Meeting.

Voting for candidates for life membership shall be by secret ballot.

A life member shall be entitled to attend all club meetings and have full voting rights.

A life member who is actively participating in the club shall be listed on the states limited membership list.

Associate member

An associate member is:

- Any player who is 17 years and under as at the 1st January in the year of play.

Honorary members

An honorary member may be involved but the members to join The Club for a specific time or purpose as determined by the members.

An honorary member shall be nominated by two members of the club.

The nomination must be approved by a vote of at least three quarters of the member present and voting at the General Meeting

An honorary member may be admitted to the meeting without voting rights.

7. REGISTER OF MEMBERS

The public officer of The Club shall establish and maintain a register of the members and associate members of the club. For each person who is a member of the club, the register shall specify:

- 1) Name
- 2) Address
- 3) Membership category
- 4) Club record
- 5) State membership

The register shall include all of The Clubs members, including life members, honorary members and associated members.

This register shall be known as The Clubs membership list.

The register of members shall be kept at the principal place of administration of The Club and shall be open for inspection, free of charge by any member of The Club at any reasonable hour.

The state limited membership list and supplementary lists shall be forwarded to the secretary of the current district association on or before the date as set out by the current district association.

8. MEMBERS' LIABILITY

The liability of a member of The Club to contribute towards the payment of the debts and liabilities of The Club or the costs, charges and expenses of the winding up of The Club is limited to the amount, if any, unpaid by the member in respect of membership of the club.

9. FEES

All fees, subscriptions etc to be paid by members shall be determined by the Executive at a general meeting

10. CESSATION OF MEMBERSHIP

A person ceases to be a member of The Club if the person:

- 1) Dies
- 2) Resigns that membership or
- 3) Is expelled from The Club

11. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege, or obligation which a person has by reason of being a member of The Club:

- 1) Is not capable of being transferred or transmitted to another person: and
- 2) Terminates upon cessation of the person's membership.

12. RESIGNATION OF MEMBERSHIP

A member of The Club is not entitled to resign that membership except in accordance with this rule

A member of The Club who has paid all amounts payable by the member to The Club in respect of the member's membership may resign from membership of The Club by first giving notice (being not less than one month or no less than such other period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

PART III: GOVERNING BODY

13. GOVERNING BODY.

The members and active life members are the governing body of The Club. The governing body shall carry out the objectives of The Club and, without in anyway limiting this responsibility, shall have power to:

- 1) Control and manage the affairs of the club.
- 2) Fix fees, subscriptions etc payable by members and enforce payment.
- 3) Appoint any delegates to represent The Club for any purpose with such powers as may be thought fit.
- 4) Control the funds of The Club and for that purpose.
- 5) Open and operate banking accounts.
- 6) Acquire related sporting property of all descriptions and sell or otherwise dispose of it.
- 7) Generally, carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the club.

14. MEETINGS

The following clauses apply to all club meetings including general and specific meetings:

- The accidental omission to give any person notice of a meeting shall not invalidate the meeting.
- If no quorum is present thirty (30) minutes after the time fixed for the commencement of the meeting, then it shall be adjourned to such time and place, as the chairperson shall decide.
- The Club secretary shall give written notice of the revised date, time and place of the meeting
- All those in attendance at meetings shall sign the attendance sheet
- Each member of The Club shall have one vote personally
- Each voting member present at a meeting (including club office bearers and active life members) shall have one vote to be taken in such manner as the chairperson shall direct, except that a secret ballot shall be taken if any voting member requests it.

15. GENERAL MEETINGS

The members shall meet at least **four** times a year.

Not less than seven days written notice shall be given specifying the date, time and place of the meeting of the members.

A quorum for general meetings shall consist of five of the office bearers. The business shall include:

- Apologies
- Confirmation of the minutes of the previous general Meeting and of any special general meeting held since that general meeting
- Business arising from the minutes
- Motions for which due notice has been given
- Elections
- Correspondence
- Treasurers report
- Reports
- General Business

16. SPECIAL GENERAL MEETINGS

Special general meetings may be called by the Club Secretary after consultation with the President or at the request in writing by ten or more clubmembers to consider a specific matter or matters.

Not less than seven days written notice shall be given specifying the date, time and place of the special meeting of the members and the special business to be dealt with.

A quorum for special general meetings shall consist of five of the office bearers or two thirds of the requesting numbers.

If the committee fails to convene a special general meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made there requisition may convene a special general meeting to be held not later than 3months after that date.

17. ANNUAL GENERAL MEETING

The Annual General Meeting of The Club shall be held at the end of the current netball season each year.

Not less than twenty one days written notice shall be given specifying the date, time and place or the Annual General Meeting of the club.

A copy of the Annual general Report and financial statement can be obtained on request from the Executive.

Notices of motion to be considered at the Annual General Meeting shall be lodged with The Club secretary no later than 30days prior to the date scheduled for the AGM.

A quorum for the Annual General Meeting shall consist of five of the office bearers and five members.

The business of the Annual General Meeting shall include:

- 1) Apologies
- 2) Confirmation of the minutes of the previous Annual General Meeting and any Extra Ordinary Meetings held since the last Annual General Meeting.
- 3) Consideration and adoption of the Annual general report, audited balance sheet and financial statement, and budget
- 4) Other business as the meeting thinks fit
- 5) Election of executive and Non-Executive members

18. EXTRA ORDINARY MEETINGS

Extra ordinary Meetings shall be called for a specific purpose.

An Extra Ordinary Meeting may be called by the secretary after consultation with the President or at the request in writing by three or more club members.

Not less than twenty one days written notice shall be given specifying the date, time and place of the Extra Ordinary Meeting of the members and the special business to be dealt with.

A quorum for Extra Ordinary Meetings shall consist of five of the office bearers and five club members.

PART IV: COMMITTEES

19. ELECTION OF COMMITTEES

Nominations for all executive and non-executive positions to be elected at the Annual general meeting shall be lodged in writing with The Club secretary no later than 5 days prior to the date set for the AGM.

To be eligible for nomination, a nominee shall be member of the club.

If no nomination is received for a position by the closing date, late nominations will be accepted up to and including the date of the AGM and then prior to the next General Meeting.

If a casual vacancy occurs nominations will be called for by The Club secretary and will be accepted and accepted at the next General Meeting.

A nomination of a candidate for election is not valid if that candidate has been nominated for election to another office at the same election.

20. EXECUTIVE COMMITTEE

The following are the office bearers and shall be elected as the Executive Committee:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Registrar
- 6) Coaching convenor
- 7) Umpires Convenor

No person shall be elected to more than one executive position

The Executive Committee shall act on behalf of the members between meetings of the members and its decisions shall be subject to ratification by the members at the General next meeting.

A casual vacancy on the Executive Committee shall be deemed to have occurred if the member:

- 1) Dies
- 2) Ceases to be a member of the club
- 3) Resigns by notice in writing given to The Club secretary
- 4) Fails to attend three consecutive meetings of the executive committee without leave of absence.

Any casual vacancy on the Executive Committee shall be filled by an Executive Office bearer until the vacancy is filled by election as soon as is practicable.

The Executive Committee shall appoint from multiple nominations, the coach and/or manager within a team.

Should any vacancy occur in the position of coach and or manager at any time, the Executive Committee shall appoint a person to fill the vacancy.

No office bearer shall be entitled to receive remuneration for performing the functions of his or her office.

Each member of the Executive Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but will be eligible for re-election.

No Executive Committee member shall hold office for more than 4 years in total in any position; consisting of 3 consecutive or non-consecutive years with an additional mutually agreed 1-year extension.

Following the 4th year, Executive Committee members must vacate their position for at least 2 years before re-election to a position can occur.

21. MEETINGS OF EXECUTIVE COMMITTEE

The Executive Committee shall hold an executive Committee meeting at least **four** times between February and October.

The accidental omission to give any member notice of such meeting shall not invalidate the meeting.

Five of the elected office bearers (Executive or Non-Executive) shall constitute a quorum.

An emergency Executive Meeting may be convened if a quorum of the Executive Committee is present

The Executive Committee shall:

- 1) Carry out their responsibilities as set by the By-Laws.
- 2) Conduct their meetings in accordance with the standing order
- 3) Be answerable to the members

22. MEETINGS OF ALL COMMITTEE MEMBERS

The full committee shall hold meetings as required, consisting of Executive and Non- Executive members.

23. SUB COMMITTEES

The members have the power to appoint sub- committee members when necessary.

All sub- committees shall:

- 1) Be answerable to the members
- 2) Carry out their responsibilities as set out in the By-Laws
- 3) Conduct their meetings in accordance with the standing order
- 4) Report to each general meeting and the Annual general meeting
- 5) Be dissolved upon completion of the original function

Sub Committee positions (Non -Executive) may include:

- Publicity Officer
- Equipment Officer
- Canteen Officer
- Uniform Officer
- Carnival Officer
- Presentation Coordinator
- Grading Convenor
- And other as deemed necessary by the Executive Committee

PART V: ADMINISTRATION

24. FINANCE

The funds of The Club shall be derived from donations and fees and other sources as determined by the members from time to time.

The banking accounts of The Club shall be kept at a financial institution approved by the members.

All cheques operating on the accounts shall be signed by any two of the following office bearers:

- a) President
- b) Secretary
- c) Treasurer
- d) Vice President

The financial year of The Club shall commence on 1st September and conclude on the 31st August.

The monthly bank statement shall be tabled at each meeting of the members, together with the written financial report.

The book of The Club shall be audited on each year by a qualified person independent of signatories of club account.

This report shall form part of the annual financial statement that shall be presented at each Annual General Meeting.

All money received by The Club shall be deposited as soon as practicable and without deduction to the credit of the club's bank account.

The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

Treasurer will hold all financial records and books in relation to the current year.

25. CUSTODY OF BOOKS

Except as otherwise provided by this constitution, all records, books and other documents relating to The Club shall be kept in the custody or under the control of the Public Officer.

26. INSPECTION OF BOOKS

Any member of The Club may inspect the books of account, The Club membership list and the members minute book at any reasonable time.

27. SERVICE OF NOTICES

For the purpose of this constitution, a notice may be serviced by or on behalf of The Club upon any member of their personality or by sending it by post to the member at the member's address shown in the register of members.

Where a document is sent to a person properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered by the ordinary course of post.

28. COMMON SEAL

The common seal of The Club shall be kept in the custody of the Public Officer.

The common seal shall not be affixed to any instrument except by the authority of the Executive Committee, and the affixing of the common seal shall be attested by the signatures of two member of the Executive Committee.

29. ENFORCEMENT OF THE CONSTITUTION, BY-LAWS, STANDING ORDERS AND RULES

The authority of The Club shall extend to and be recognised by all members and associate members of the club.

The members shall have power to deal with and adjudicate upon all questions and disputes as to the interpretation of the constitution, by laws, standing orders and rules and of any complaint made to it of misconduct detrimental to the objectives. Policy, interests or welfare of The Club by any person to whom this constitution applies.

30. DISPUTES PANEL

The Disputes Panel shall be a casual committee and shall consist of two executive members; one general committee member and two members from the club, not involved in the dispute.

The Disputes Panel shall examine all allegations of misconduct referred to it by a member, Executive or the Club Secretary and is empowered to impose a penalty, provided that procedures set out in Clause 30 are followed.

The penalty may consist of a caution, a fine, suspension or expulsion from membership.

The member/s involved in the dispute shall be informed of the time, date, place and purpose of the Disputes Panel and invited to be present at the meeting.

The member/s shall at such a meeting and before any resolution is passed have an opportunity of giving orally or in writing any explanation or defence the member may think fit.

Any decision to impose a penalty must be passed by a majority of the Disputes Panel Meeting.

The member/s concerned shall be notified of any disciplinary action in writing within seven days of the decision.

The members shall have the right or appeal in writing within seven days of the date of notification of the disciplinary action to be taken.

An appeal shall be dealt with as the first item of business at the next General meeting of the members.

The penalty may only be varied, or the appeal upheld on a motion passed by a majority of the members present and voting at the meeting.

Members of the disputes panel are to treat all members discussed by it as confidential with a report on the outcomes of its discussions to be provided in writing to the members.

31. ALTERATIONS TO THE CONSTITUTION, BY-LAWS, STANDING ORDERS AND RULES

The constitution, By-laws, and standing orders may be altered by a resolution passed by a majority of at least three quarters of the members present and voting at the Annual General Meeting or Extra Ordinary meeting of The Club of which not less than twenty one days notice specifying the resolution/s to be proposed has been given.

The rules may be altered by a resolution passed by a simple majority of the members present and voting at a general meeting, special general meeting or Annual general Meeting of The Club of which not less than fourteen days notice specifying the resolution's to be proposed has been given.

32. DISSOLUTION

The Club shall not be dissolved except by a resolution passed by a majority of at least three quarters of the members present and voting at an Extra Ordinary meeting of The Club of which not less than twenty one days (21) notice in writing specifying the resolution to be proposed has been given.

On dissolution of The Club any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the current district Association, to be used in the promotion of netball.