

EASTERN HILLS NETBALL ASSOCIATION INC.



BY-LAWS
revised 2019

INDEX

<u>PART 1 – ANNUAL GENERAL MEETING</u>		<u>PAGE</u>
1.	ORDER OF BUSINESS	1
2.	STANDING ORDERS	2
3.	CONDUCT OF SPEAKERS	2
4.	CHAIRPERSONS RULING	2
5.	MOTIONS	3
6.	AMENDMENTS	3
7.	RESCINDING RESOLUTIONS	3
8.	VOTING	3
9.	COMMITTEE NOMINATIONS	4
<u>PART 2 - COMMITTEES</u>		
10.	MANAGEMENT COMMITTEE	
10.1	PRESIDENT	5
10.2	VICE PRESIDENT	5
10.3	SECRETARY	5
10.4	TREASURER	6
10.5	ASSOCIATION UMPIRE DEVELOPMENT OFFICER	6
10.6	COMPETITION CONVENOR	7
10.7	ASSOCIATION DEVELOPMENT OFFICER	7
11.	SUB COMMITTEES	
11.1	UMPIRES COMMITTEE	8
11.2	COMPETITION COMMITTEE	8
11.3	DEVELOPMENT COMMITTEE	9
12.	APPOINTED POSITIONS	
12.1	OFFICE MANAGER	10
12.2	CANTEEN MANAGER	10
12.3	AUDITOR	11
13.	LIFE MEMBERS	11
14.	ALTERATIONS TO THE BY-LAWS	12

PART 1 - ANNUAL GENERAL MEETINGS

1. Order of Business

The order for the Annual General Meeting shall be as follows:

- President Address
- Apologies
- President's Report
- Confirmation of Previous Annual General Minutes
- Adoption of Secretary's Report
- Adoption of Audited Balance Sheet and Statement of Income and Expenditure
- Notice of Motion for alterations, Repeal or Addition to the Constitution and By-laws
- Recommendations from the Management Committee
- Nominations for Life Membership

- Election of Office Bearers and Committees:
 - Office Bearers - President
Vice President
Secretary
Treasurer
Competition Convenor
Association Umpire Development Officer
Association Development Officer

 - Committees - Competition Committee - Registrar
Match Recorder
Publicity Co-ordinator

Umpires Committee
Development Committee – Properties Officer

- Appointment of Canteen Manager
- Appointment of Office Manager
- Appointment of Honorary Auditor
- Appointment of Patron

- General Business

- Closure

2. STANDING ORDERS

The Chairperson shall:

- 1) Ensure that a quorum is present at all times.
- 2) Conduct the meeting in accordance with accepted meeting procedures.
- 3) Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- 4) Terminate any discussion which is not, at that time, relevant to the business before the meeting.
- 5) Decide who is entitled to the floor when two or more speakers rise to speak at the same time.
- 6) If desired, request the proposer of the motion or amendment to submit in writing.
- 7) Have the power to suspend Standing Orders.

3. CONDUCT OF SPEAKERS

- 1) All remarks shall be addressed to the Chairperson and any questions to another person shall be put through the Chair.
- 2) A Speaker wishing to speak or move a motion shall Stand when addressing the chair, and shall take their seat if called to order by the Chairperson.
- 3) On any person rising to a point of order during a discussion, the speaker shall resume their seat and the person rising shall state the point of order, when the Chairperson shall rule thereon.

4. CHAIRPERSONS RULING

The chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried "That the Chairperson ruling be disagreed with" the mover may speak briefly in support of the motion, and the Chairperson explain why the ruling was given. The Chairperson takes the vote.

5. MOTIONS

- 1) A motion shall be seconded before it is debated, and shall not then be withdrawn without the consent of the seconder and unanimous consent of the meeting.
- 2) No speaker shall speak more than once to any motion or amendment, except in personal explanation, unless they are the mover of the original motion exercising the right of reply.
- 3) No more than two speakers shall follow successively on the same side of the question. If the speaker having so spoken, there be then no speaker to take the opposite view, the question shall be put therewith.

6. AMENDMENTS

- 1) An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. The mover of an amendment has no right of reply.
- 2) No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment.
- 3) The mover and seconder of a motion under discussion are not entitled to move or second an amendment to it.
- 4) The mover and seconder of a motion or amendment may speak subsequent amendment. If the mover is in agreement with any proposed amendments, they can accept it and may ask leave to alter the motion accordingly.
- 5) An amendment which is a direct negative to the motion shall not be allowed.

7. RESCINDING RESOLUTIONS

Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a resolution may be rescinded, provided that all persons who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

Any person may at any time move “That the question be now put” which motion, if accepted by the Chairperson, shall be put without debate. If carried by the majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exerting the right of reply.

8. VOTING

- 1) Voting entitlement is set out in EHNA Constitution – 61. Voting at General Meetings.
- 2) Voting shall be by show of hand except where a ballot is requested.
- 3) In the event of voting being equal, the question shall be declared on the vote of the President.

9. COMMITTEE NOMINATIONS

- 1) Nominations should all be in writing on prescribed forms and submitted before the Annual General Meeting in line with the timing set out in the Constitution.
- 2) The prior consent of any nominee is necessary.
- 3) In the event of no written nominations being presented for a position the President will call for nominations from the floor at the Annual General Meeting. With the exception of the positions of President, Secretary and Treasurer, if there are no nominations for a particular position at the conclusion of the Annual General Meeting, the position will remain open. The Management Committee may appoint a person to the position at a future Management Committee meeting.
- 4) Committee Members elected or appointed shall assume office at the conclusion of that meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.
- 5) The sequence of election of the Management Committee shall follow the order set out in **1.0 Order of Business**.

PART 2 - MANAGEMENT COMMITTEE

To meet and abide by the rules set out in the Constitution of the Association, Part 4 - Committee.

10. Office Bearers of the Association

10.1 PRESIDENT

Preside at meetings of the Association and Management Committee and to represent the Association at external meetings whenever possible or delegate such duties to other appropriate committee members. The President shall preside at all meetings of the Association and the Management Committee. In the absence of the President, the Vice President shall preside.

10.2 VICE PRESIDENT

Attend meetings of the Association and the Management Committee and in the absence of the President, preside over the meeting and carry out duties allotted by President.

10.3 SECRETARY

- 1) To attend all meetings of the Association and Management Committee and enter minutes of all resolutions and business conducted.
- 2) Upon receipt of a written request from a member of the Association, make specific minutes available for inspection and/or present a copy.
- 3) To transact business as directed by Management Committee.
- 4) To conduct the correspondence of the Association.
- 5) To keep a record of names and addresses of Secretaries of all registered clubs.
- 6) Keep an up to date record of the rules of the Association.
- 7) Maintain a record of the names and residential or postal addresses of persons who hold offices of the Association.
- 8) Oversee Association's social media presence with Publicity Co-ordinator.

10.4 TREASURER

- 1) To keep all books and accounts of the Association and prepare a monthly statement of receipts and expenditure for presentation to Management Committee.
- 2) To receive all monies paid to the Association and issue a receipt, pay such monies into the bank and produce the bank statements at each Management Meeting.
- 3) To pay all accounts incurred by the Association as directed by the Management Committee.
- 4) To prepare a balance sheet for the inspection and signature of the Auditor and present same to the Management Committee at the Annual General Meetings.
- 5) Attend registration day(s) and accept fees paid.

10.5 ASSOCIATION UMPIRE DEVELOPMENT OFFICER

- 1) Be responsible for calling meetings of the Umpires Committee.
- 2) Investigate methods to encourage and improve netball umpiring standards in the EHNA and co-ordinate implementation of such plans.
- 3) To organise umpiring development courses in line with Netball WA pathway and provide information regarding National badging programs both online and practical.
- 4) Arrange / co-ordinate practical examinations and the presentations of awards of all EHNA candidates to be tested for their All Australian Badges.
- 5) Maintain an up-to-date list and contact details of umpires of the Association.
- 6) To organise internal and / or external umpires of a competent standard for all Association matches, finals and carnivals as required.
- 7) Report to the Management Committee on all matters pertaining to umpiring.
- 8) To attend Regional Umpires Meetings if required.
- 9) To attend Upskilling Clinics provided by Netball WA.

10.6 COMPETITION CONVENOR

- 1) Be responsible for calling meetings of the Competition Committee.
- 2) Act as liaison between Management Committee and the Competition Committee and arrange for the carrying out of any duties allocated by the Management Committee.
- 3) Submit regular reports to the Management Committee about the Association competition and results.
- 4) Maintain an up-to-date record of duties, procedures and policy or other matters pertaining to the functioning of the Competition Committee.
- 5) Print weekly score sheets for the Competition.

10.7 ASSOCIATION DEVELOPMENT OFFICER

- 1) Be responsible for calling meetings of the Development Committee.
- 2) Investigate methods to encourage and improve netball playing standards in the EHNA and co-ordinate implementation of such plans.
- 3) Act as liaison between the Management Committee and the Development Committee and arrange for the carrying out of any duties allocated by the Management Committee.
- 4) Submit regular reports to the Management Committee including any recommendations.
- 5) Maintain an up-to-date record of duties, procedures and policy or other matters pertaining to the functioning of the Development Committee.
- 6) To attend Regional Development Meetings as required.

11. SUB COMMITTEES

11.1 UMPIRES COMMITTEE

- 1) There may be an Umpires Committee. The AUDO shall be the person who will undertake co-ordination of umpires throughout the relevant season.
- 2) A member of the Umpires Committee shall be appointed to deputise for the AUDO absences throughout the year.
- 3) Additional members of the Umpires Committee may be added from qualified members subject to approval of the Management Committee.
- 4) Wherever possible the Umpires Committee shall comprise members with recognised umpiring qualifications or with ability and intention to achieve higher level umpiring skills during the year.
- 5) A budget shall be submitted to the Management Committee for the Umpiring programme.
- 6) Provide appropriate standard of umpires in all grades according to the standard of play.
- 7) To record minutes of all meetings of the Umpires Committee.

11.2 COMPETITION COMMITTEE

- 1) The Competition Committee may include non-playing members with interest and knowledge of netball.
- 2) Once grading of teams has been finalised and approved by the Management Committee, draw up fixtures for approval by the Management Committee.
- 3) To record minutes of all meetings of the Competition Committee.
- 4) Deal with application for permission to play out of fixtured games times.
- 5) Deal with requests to postpone matches.
- 6) Receive requests for the forfeiture of matches.

11.2.1 Registrar

- 1) The Registrar is to receive and file registration forms from Clubs, including a list of all team names and team contact information for each season.
- 2) The Registrar shall keep and maintain a current record of playing and non-playing members of the Association and their residential or postal addresses.
- 3) The Registrar is to maintain an up-to-date register of club/s colours and uniforms.
- 4) The Registrar is to receive requests from club/s for approval of new colours and uniform designs and bibs.

11.2.2 The Match Recorder

- 1) The Match Recorder is to receive score cards from all Association matches. To record progressive scores and to check player eligibility and penalise if necessary in accordance with the RGMP.
- 2) The Match Recorder is to provide the Competition Convenor a detailed report of progressive scores and all other matters arising from Association matches so it can be presented to the Management committee each month as part of the Competition Convenor report.

11.3 DEVELOPMENT COMMITTEE

- 1) Act as liaison between the Management Committee and the appointed Association Coaches.
- 2) A budget shall be submitted to the Management Committee for the development programme including carnivals.
- 3) Submit to the Management Committee as soon as possible a written report on Carnivals.
- 4) Handling all correspondence for Carnivals.
- 5) Be Responsible for all matters eg players, coaches, transport, fund raising, training etc for all Carnivals.
- 6) Organise selection trials in order to select Representative Teams as directed by the Management Committee.

- 7) The number of teams will be at the discretion of the Selectors and Management Committee.
- 8) The Properties Officer will be working on the Development Committee and will be responsible for the loan, collection and maintenance of uniforms and bibs, and numbering on skirts and tops. A record must be kept for each carnival.
- 9) The Association shall purchase and retain playing uniforms for each of the selected teams.
- 10) To record minutes of all meetings of the Development Committee.

12. APPOINTED POSITIONS

12.1 OFFICE MANAGER

- 1) Provide and collate scorecards for each game
- 2) Central time for games that require it
- 3) Passing on written/verbal information to members when necessary
- 4) Receiving and receipting money for items sold at the office

12.2 CANTEEN MANAGER

- 1) To be appointed at the discretion of the Management Committee.
- 2) To run the canteen on behalf of the Association as a fundraiser for the association.
- 3) To receive all monies from the canteen. All monies so received shall be paid into the appropriate bank account of the Association by the Treasurer.
- 4) To co-ordinate the running of the canteen on behalf of the Association during Saturday morning competition, and other times when requested by the Management Committee. Canteen Manager receives 50% of the profit made.

12.3 AUDITOR

- 1) The Association shall appoint an auditor on an annual basis at the Annual General Meeting.
- 2) If the position of Auditor is not filled at the AGM or the appointed Auditor is not able to proceed, the Management Committee shall fill the appointment until the next Annual General Meeting.
- 3) The Auditor shall have a list delivered to him or her of all books kept by the Association and shall at all reasonable times have access to the books and accounts of the Association.

13. LIFE MEMBERS

- 1) The Management Committee or any club may submit nominations for Life Membership to the President twenty-eight (28) days prior to the Annual General Meeting, using the appropriate form stating an exact history of the candidate for consideration.
- 2) The candidate shall have shown an extraordinary commitment to the Association over an extended period of time and held a position on the Management Committee for a minimum period of 10 years.
- 3) The Candidate shall have demonstrated an outstanding contribution to the Association. This contribution shall be outside of the expectations of their position, and resulted in a positive effect for the Association.
- 4) Only history that can be verified by Association records will be presented at The Annual General Meeting for consideration by members.
- 5) A maximum of two (2) life member nominations can be put forward at the Annual General Meeting in one year. Should there be more than two received the management committee shall consider all nominations and put forward the two (2) nominations which they deem to have the most merit.
- 6) On presentation at an AGM, if the nomination is rejected by the members present, the same nomination can not be represented at future AGMs unless new information is included, when it shall be treated as a new nomination.

14. ALTERATIONS TO THE BY-LAWS

- 1) No alteration, repeal or addition shall be made to the By-Laws except at a General Meeting, and notice in writing of all motions to alter, repeal or add shall be signed by the proposer and seconder and sent to the Secretary of the Association at least six (6) weeks before the General Meeting.
- 2) The Secretary shall forward such notices of motion to each Committee member and each Affiliated Club at least fourteen (14) days prior to the General Meeting.
- 3) Such changes shall be of no effect unless passed by a simple majority of seventy-five (75) percent of the members present.
- 4) Changes to the By-Laws will come into practise at the end of the General Meeting.