

WORRIGEE TIGERS NETBALL
CLUB INC

CONSTITUTION

Nov 2021

**WORRIGEE TIGERS NETBALL CLUB INC.
CONSTITUTION**

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1. GENERAL

a) DEFINITIONS - For the purposes of this Constitution,

'**Association**' means Shoalhaven Netball Association.

'**Club**' means the Worrigee Tigers Netball Club Inc.

'**Chairperson**' means the elected President of the Club or as otherwise required by clause 4 a).

'**Club Delegate**' means a duly appointed representative who acts with the Club's interests at meetings of the Association Council.

'**Executive Committee**' is those members elected in accordance with clause 5 d) of this Constitution.

'**Instrument**' means any document pertaining to the governance of the Club and includes, but is not limited to, this Constitution and the associated policies of the Club.

'**Life Member**' means any member of the Club elected to such membership in accordance with this Constitution.

'**Member Protection Policy**' means the Netball NSW Member Protection Policy.

'**Netball NSW**' means the controlling body for Netball in New South Wales.

'**President**' means the person elected to the position under clause 4 b) of this Constitution.

'**Public Officer**' means the person appointed to that role by the Club in accordance with any relevant policy.

'**Registered Member**' means any financial member or Life Member of the Club.

'**Returning Officer**' means the person appointed to the position as per clause 4 of this Constitution.

'**Secretary**' means the person elected to the position under clause 4 b) of this Constitution.

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

'**The Office Bearers of the Club**' mean the members of the Executive Committee or other office bearers and sub-committees.

'**Vice President**' means the person elected to the position under clause 4 b) of this Constitution.

b) INTERPRETATION

- i) Where this Constitution conflicts with any other instrument of the Club, this Constitution shall prevail.
- ii) Where ambiguity exists between this Constitution and any other instrument of the Club, the natural interpretation of the Constitution shall prevail.
- iii) The Office Bearers shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, rules and associated policies.

c) TITLE

The name of the Club shall be the Worrigee Tigers Netball Club Inc.

d) TYPE OF ORGANISATION

The Club is a 'not-for-profit' organisation whose income and property is applied solely towards the promotion of the objects of the Club. No funds or property shall be paid or transferred directly or indirectly by way of dividend or bonus or by way of profit to or amongst the members.

e) COLOURS

The Club's colours will be predominantly black, yellow and orange.

f) CLUB LOCATION

The Club utilises facilities are located at Park Road Netball Complex 24 John Purcell Way, Nowra. The postal address for the Club will be the Presidents and/or Treasurers home address.

g) OBJECTS

The objects of the Club are:

- i) to further the interests of its members and promote and control the game of netball within the boundaries of the Netball NSW and the Association;
- ii) to affiliate with and support the Association;
- iii) adopt and adhere to the Netball NSW Member Protection Policy.

h) PATRON

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

2. AFFILIATION WITH THE ASSOCIATION

The Club shall affiliate with Shoalhaven Netball Association annually as required under the Association Constitution and any relevant Association policies.

3. MEMBERSHIP

a) ORDINARY MEMBERSHIP

- i) The Club operates within its boundaries, and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the policies of the Club as well as the Association.
- ii) The Club may admit to membership, Registered Members as defined by the Constitution or any other relevant policy of Netball NSW.
- iii) A person ceases to be a Registered Member of the Club if the person:
 - a) dies;
 - b) ceases to be financial under Clause 3 c) ii) below; or
 - c) is expelled from the Club in accordance with the Member Protection Policy.
- iv) The Executive Committee may reject any application for membership without assigning any reason, therefore.

b) LIFE MEMBERSHIP

- i) Any person may be elected a Life Member of the Club in recognition of outstanding service to the Club for a period of not less than ten years (years of service need not be consecutive).
- ii) Candidates for election as Life Members shall be nominated by two Senior Members of the Club and to be received at least one month before the meeting at which such nominations will be considered.
- iii) Voting is restricted to members of the Executive Committee of the Worrigee Tigers Netball Club, Life Members and Registered Members of the Club.
- iv) The vote must be carried by a two-thirds majority.
- v) A Life Member shall be entitled to attend all meetings. A Life Member within Worrigee Tigers Netball Club shall have full voting rights.

Non-Player Fees for Life Members are to be paid by the Club upon request from a Life Member.
- vi) A person ceases to be a Life Member of the Club if the person:
 - a) dies; or
 - b) is expelled from the Club in accordance with the Member Protection Policy.

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) All Registered Members of the Club will be financial members between 1 January and 31 December of the year in relation to which membership is paid.
- ii) A Registered Member ceases to be financial if they:
 - a) fail to renew their membership; or
 - b) fail to pay the Club money they owe to the Club within the required timeframe.

d) REGISTER OF MEMBERS

- i) The President of the Club may also hold the position of Public Officer for the Club.

- ii) The Club shall establish and maintain a register of members of the Club specifying the name and address of each person who is a Registered Member of the Club, together with the date on which the person became a Registered Member.
- iii) The register of members shall be available at the principal place of administration of the Club and shall be open for inspection by any Registered Member of the Club at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

e) MEMBERS' LIABILITY

The liability of a Registered 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 are limited to the amount, if any, unpaid by the member in respect of membership of the Club.

f) CLUB DELEGATES

- i) The Club shall each have the right to nominate two Club Delegates to the Association Council. Club Delegates must be financial members of the relevant Club, and at least one delegate must be 18 years or over.
- ii) The Club has the right to withdraw a Club Delegate and appoint another Club Delegate in their place at any time.
- iii) Where the Club does not have the required number of Club Delegates in attendance at any meeting of Association Council, that Club will be liable to a fine which will be set by Association Council from time to time.
- iv) At each meeting, all Club Delegates present shall sign an attendance book and shall state the Club that they represent at that meeting.
- v) A Club Delegate may represent one Club only at any meeting.

4. MEETINGS

a) MEETINGS – GENERAL PROCEDURE

- i) The President shall take the chair at all Club meetings. In the President's absence, the chair shall be taken by either Vice President.
- ii) If neither the President nor Vice Presidents are present within thirty minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum for ordinary club meetings shall consist of two of the Club's Executive Committee plus one Executive or Committee member.
- iv) If no quorum is present thirty minutes after the time fixed for the commencement of a meeting, it shall be adjourned to such time and place as the Chairperson shall decide.
- v) Questions arising at an ordinary meeting of the Club is to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vi) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Club shall be held between October & November of each year.
- ii) In extenuating circumstances, where a reasonable person would deem there to be a greater benefit to the Club, the Executive Committee may extend their term in office with a majority vote of the Executive Committee.
- iii) All Registered Members may attend and vote at a regular Annual General Meeting.
- iv) No less than twenty-one days' written notice of the Annual General Meeting of the Club shall be given to registered members.
- v) A quorum for an Annual General Meeting shall consist of half the total number of the Club's Executive Committee members plus one.
- vi) The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the submitted reports and financial statements;
 - c) Appointment of a Returning Officer;
 - d) Such other business as the meeting thinks fit;
 - e) Election of Office Bearers.
- vi) The following Office Bearers shall be elected and shall form the Executive Committee:
 - President;
 - Senior Vice President;
 - Junior Vice President;
 - Secretary;
 - Treasurer;
 - Umpires Convenor/s
 - Registrar;
- vii) The following Officer Bearers shall also be elected and form the Club Committee:
 - Uniform Officer/s;
 - Sponsorship Officer;
 - Equipment Officer;
 - Returning Officer;
 - Webmaster;
 - General Committee Member's;
- viii) Nominations for election with the written consent of the nominee shall be lodged with the Club at least 48 hours prior to the meeting at which the elections are to be held.
- ix) Qualifications should accompany each nomination.
- x) To be eligible for nomination as an Office Bearer, a nominee must be a Registered Member of the Club.
- xi) Current Office Bearers shall be eligible for re-election.

- xii) The President of the Club shall not hold the position of President of the Association.
- xiii) The Executive Committee may act in a vacant position other than the President if there is no nomination for the vacant position.
- xvi) Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim, or have the term extended due to extenuating circumstances.
- xvii) An Office Bearer may resign their position by providing written notice of their intention to do so to the Club. The Club shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.
- xviii) The Club may, at a Special Meeting, by resolution remove any Office Bearer before the expiration of her or his term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.

5. ORGANISATIONAL STRUCTURE

a) CLUB

- i) The Club shall consist of:
 - a) the Office Bearers of the Club;
 - b) Active Life Members;
- ii) The Club shall meet at least five times each year on dates to be fixed by the Club.
- iii) No less than two days written notice shall be given specifying the time and place of the meeting of the Club and any special business to be dealt with.
- iv) Order of business at Club meetings shall be:
 - a) Apologies;
 - b) Confirmation of Minutes;
 - c) Business Arising from Minutes;
 - d) Notices of Motion;
 - e) Elections;
 - f) Reports:
 - President - Executive Committee;
 - Senior Vice President;
 - Junior Vice President;
 - Treasurer;
 - Registrar;
 - Umpires Convenor;
 - Secretary - Correspondence and business arising;
 - Uniform Officer/s;
 - Sponsorship Officer;
 - Equipment Officer;
 - Returning Officer;

Webmaster;
General Committee Member's;
Any other reports;
General business.

b) POWERS OF THE EXECUTIVE COMMITTEE

- i) The Executive Committee shall be responsible for the execution of the objects of the Club and without in any way limiting this responsibility shall have power:
- a) to control and manage the affairs of the Club;
 - b) to fix fees payable by members and to enforce payment thereof;
 - c) to control the funds of the Club and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Club and to give security, therefore; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Club;
 - d) to empower the Executive Committee to take action in accordance with the Netball NSW Member Protection Policy or relevant Club policies against any Registered Member;
 - e) to appoint two delegates and two proxy delegates to represent the Club on the Council of the Association;
 - f) to appoint any delegate or delegates to represent the Club for any purpose with such powers as may be thought fit;

c) INCOME AND PROPERTY

- i) Application
The Clubs income and property must be applied solely towards promoting the Club's Objects, and the Club's income and property must not be applied for the profit or gain of its individual members.
- ii) No distribution
No part of the Club's income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, fee or otherwise, to any of the Members of the Club.
- iii) Exception
This clause does not prohibit making a payment approved by the President and either Treasurer or Secretary of the Club for out-of-pocket expenses incurred by an Office Bearer in performing a duty as an Office Bearer of the Club.

6. **RESPONSIBILITIES**

a) EXECUTIVE COMMITTEE

- i) The **PRESIDENT** shall:
- a) preside at meetings of the Club and direct where necessary;
 - b) present a President's Report for the Annual General Meeting;
 - c) act as the Public Officer of the Club;

- d) be responsible for the keys of the Club and maintain a record of all key holders;
 - e) represent the Club at an official level as required;
 - f) organise and update court bookings each year;
 - g) conduct such other business as directed by the Club.
- iii) The **SENIOR VICE PRESIDENT** shall:
- a) assist the President and perform such other duties as directed by the Club;
 - b) be the first point of contact for all Senior Registered members and parents that have a child registered in the over 18 years competitions;
 - c) assist in the preparation of the annual presentation;
 - d) conduct such other business as directed by the Club.
- iii) The **JUNIOR VICE PRESIDENT** shall:
- a) assist the President and perform such other duties as directed by the Club;
 - b) be the first point of contact for all Junior Registered members and parents that have a child registered in the under 18 years competitions.
 - c) assist in the preparation of the annual presentation;
 - d) conduct such other business as directed by the Club.
- iv) The **SECRETARY** shall:
- a) prepare and submit the SNA Club Contacts Form annually;
 - b) be responsible for correspondence and issue notices as required;
 - c) be responsible for keeping Minutes as an accurate record of meetings;
 - d) be responsible for the ratification of Meeting Minutes at Meetings;
 - e) conduct such other business as directed by the Club;
- v) The **TREASURER** shall:
- a) be responsible for all funds that may be established by the Club;
 - b) keep a record of all assets, liabilities, and properties of the Club;
 - c) keep necessary books of account and produce them on the instruction of the Club;
 - d) receive all monies payable to the Club and issue receipts as required;
 - e) bank all monies within thirty (30) days of receipt;
 - f) pay accounts passed for payment;

- g) pay other accounts as necessary and have these ratified at the next meeting;
 - h) send accounts as required;
 - i) submit a written financial report at each meeting;
 - k) pay the annual Association fees by the due date;
 - l) present Financial Reports at the Annual General Meeting;
 - m) conduct such other business as directed by the Club.
- vi) The **UMPIRES CONVENOR** shall:
- a) preferably be the holder of a National Umpires Accreditation;
 - b) be a member of the Associations Umpires' Sub-Committee;
 - c) organise and arrange the coaching and grading of umpires where necessary;
 - d) keep a record of National badged umpires and Club badged umpires within the Club;
 - e) be responsible for the allocation of umpires for competitions the Club participates in;
 - f) ensure that in their absence, a representative appointed conducts the duties required for that period of time;
 - g) conduct such other business as directed by the Club;

Umpiring Development

- a) research and institute methods of encouraging and improving umpiring within the Club;
 - b) arrange umpiring assistance to club members as requested;
 - c) be responsible for the distribution of relevant information regarding umpiring, including notice of umpire accreditation theory requirements;
 - d) be responsible for the organisation of umpiring courses to be conducted at the Club.
- vii) The **REGISTRAR** shall:
- a) accept all registrations on a date determined from year to year;
 - b) maintain the registration database of Registered Members and associated email account;
 - c) accept individual registrations as submitted by the registration portal and provide the relevant team with their contact details
 - d) delete from the registration form the names of those players who have been granted Club permission to deregister from a team.
 - e) conduct such other business as directed by the Club;

b) CLUB COMMITTEE

i) The **UNIFORM OFFICER/S** shall

- a) be responsible for the ordering of all club uniforms and merchandise;
- b) be available on a Saturday to assist with uniforms;
- c) work with the Treasurer to ensure payments have been received before issuing uniforms;
- d) complete a stocktake of all stock at the end of September/October each year.
- f) conduct such other business as directed by the Club;

ii) The **SPONSORSHIP OFFICER** shall

- a) be responsible for preparing sponsorship request letters and have these confirmed by the Club prior to distribution;
- b) contact sponsors to obtain sponsorship as required;
- c) liaise with the Treasurer to obtain receipts of any sponsorship money;
- d) send appreciation letters and receipt to sponsor;
- e) ensure WTNC website is up to date with all sponsors;
- f) organise all sponsorship commitments are carried out as per sponsorship agreements;
- g) liaise with Webmaster to ensure all sponsors are included in all publications and other media whenever possible;
- h) organise plaques/photos for each sponsor to be presented at the annual presentation
- i) conduct such other business as directed by the Club;

iii) The **EQUIPMENT OFFICER** shall:

- a) be responsible for providing suitable training and game bags for the use of coaches;
- b) ensure first aid kits are complete at season commencement;
- c) complete a stocktake of all unused stock at the end of September each year;
- d) conduct such other business as directed by the Club.

iv) The **RETURNING OFFICER** shall:

- a) attend the Annual General Meeting with the entire list of nominations and all nomination forms;
- b) chair the meeting once the President has stepped down from the position.

- vi) The **WEBMASTER** shall:
 - a) Be responsible for our social media accounts and web designs;
 - b) promote our sponsors at each opportunity via social media;
 - c) promote positive images;
 - d) include players, where possible, in social media posts;
 - e) conduct such other business as directed by the Club.

- vii) The **GENERAL COMMITTEE MEMBERS** shall:
 - a) Attend Club meetings;
 - b) Provide support and guidance to the Club when making decisions;
 - c) conduct such other business as directed by the Club, where possible;

7. ADMINISTRATION

a) FINANCE

- i) The funds of the Club shall be derived from annual Membership fees, other fees and donations, levies such other sources as the Executive Committee determines;
- ii) The General banking accounts of the Club shall be kept at a bank or building society approved by the Executive Committee, and all cheques/internet banking payments operating on the accounts shall be signed/approved by any two of the President, Secretary or Treasurer;
- iii) Term deposits shall be kept at a bank or building society approved by the Executive Committee, and all operations on the account shall be approved by the Executive Committee.
- iv) The Financial Year of the Club shall commence on 1 January and end on 31 December of each year;
- v) a written financial report shall be tabled at each meeting of the Club;
- vi) all Club fees shall be paid by the due date.

b) INSPECTION OF RECORDS

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

c) EFFECT OF, AND ALTERING, THIS CONSTITUTION

i) Effect of Constitution

This Constitution will have effect as a contract:

- (a) between the Club and each member;

- (b) between a Member and each other member, pursuant to which each member agrees to accept the provisions of this Constitution, and comply with those provisions, so far as they apply to that member.

- ii) Altering the Constitution

This Constitution may be altered by a special resolution passed by at least 50% of the votes cast in a voting method chosen by the Club of which not less than 14 days written notice specifying the resolution/s to be proposed been given.

- d) DISSOLUTION OF THE CLUB

The Club shall not be dissolved except by a special resolution passed by a majority of at least 75% of the votes cast at a Special meeting of the Club of which not less than twenty-one days' written notice specifying the resolution to be proposed 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 Shoalhaven Netball Association to be used for the promotion of netball.

8. POLICIES OF THE CLUB

The Club may implement appropriate policies in relation to such matters as arise for the administration of netball in the Club.

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