

JETZ NETBALL CLUB INC - CONSTITUTION

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1. NAME

The name of the Club is Jetz Netball Club Inc.

2. OBJECTS

The objects of the Club are: -

- a) To promote the game of Netball in the Perth Metropolitan area.
- b) To promote the game of Netball in other parts of Western Australia as a secondary consideration to 2(a).
- c) To obtain sponsorship of the sport (excluding liquor and cigarette companies).

3. POWERS

The Club has the power to do all such things as are necessary, conducive or incidental to the attainment of the objectives of the Club.

4. COLOURS

The colours of the club should be black, green yellow & white. The club uniform should be worn by all representative teams when possible or any other colours that may be adopted from time to time.

5. AFFILIATION

- a) The Club shall affiliate with the Southern Districts Netball Association Langford of Western Australia and any other organization that may from time to time be deemed beneficial or necessary by the committee.
- b) Member clubs must be affiliated with the Club and shall be entitled to a vote on all matters raised as Club full committee meetings.

6. MEMBERSHIP

- a) All registered players and their parents shall be considered members of the Club, Membership shall be for twelve months from January to December each year.
- b) Players will be required to register each season with the Club and pay a seasonal subscription as determined from time to time by the Committee of the Club, which includes an amount to Netball WA who is the governing body.
- c) Players will satisfy minimum and maximum age requirements as determined from time to time by the committee of the Club.
- d) The Secretary will keep an up-to-date register of all members of the Club, including their postal or residential address, this register must be kept at the Secretary's residence, or at such other place as the members at a general meeting decide.

7. COMMITTEES

The Committees of the club shall be made up of the following: -

- a) Executive Committees: President, Senior Vice President, Junior Vice President, Secretary, Grading Officer, Treasurer, Registrar, Parent/Player Liaison Officer, Head Coach and Head Umpire. A quorum of the Executive Committee shall consist of three, one of which must be President or Vice President.
- b) Full Committee: Members of the Executive Committee, Property Officer, Uniforms Officer, Grants & Sponsorship Officer, PR & Social Media Representative (Newsletter/Social Editor), Social Coordinator/Fundraising Officer, Team Delegates and other members as may be invited to attend by the Executive Committee.
- c) A quorum for a full Committee shall consist of six committee members of whom two shall be members of the executive.
- d) All officers of the Club shall be honorary.
- e) The committee shall meet as and when called by the President or Secretary or, on receipt of a requisition, signed by not less than 25% of the financial members of the Club, by giving not less than seven days' notice.

8. ELECTION OF OFFICERS

Officers of the Club shall be elected at the Annual General Meeting and the election shall be by poll.

9. TERM OF OFFICE

All the officers of the Club shall be elected at the Annual General Meeting. Newly elected officers shall take office immediately after the close of the meeting at which they are elected and shall continue in office until the next Annual General Meeting. All officers shall be eligible for re-election.

10. ABSENCE OF MEMBERS OF COMMITTEES

The committee may declare vacant the office of any members who absent themselves from three consecutive meetings. The committee shall fill any vacancy that may occur in their number by appointing any member of the club.

11. FILLING VACANT COMMITTEE OFFICES

Should the President die, resign, or be removed from office, the President's office shall be filled by another member of the committee appointed by the remaining members thereof, and such member so appointed shall hold office as President for the remainder of the term for which the predecessor was appointed. Should any other member of the committee die, resign, or be removed from office or be appointed pursuant to these rules, the members place on the committee shall be filled by a member appointed by the remaining members of the committee and such member appointed shall hold office for the remainder of the term for which the predecessor was appointed.

12. DUTIES OF OFFICE BEARERS

President

The President shall attend all meetings of the Club and Executive.

- a) The President shall be the chairman of all meetings of the Netball Club and executive. She / he shall not have a deliberate vote.
- b) The President shall be an ex-officio member of all committees.
- c) Where immediate action is required in any matter affecting the policy of or the interests of the Club and it is impractical to refer the matter to the appropriate committee, the President shall seek advice from as many members as practical and shall act in such a manner as the majority of such members approve.

Senior Vice President

The Senior Vice President shall attend all meetings of the club and executive.

- a) Senior Vice President shall deputize for the President when she / he does not attend. She / he shall support the President in all his/her roles.
- b) Oversees the Open, 17/U and 15/U Members of the Club.
- c) Co-ordinate and liaise with Life Members for all functions.
- d) She / he will be responsible for organising Club trophies and photographs.
- e) She / he will be responsible for updating all Honour boards and Perpetual Trophies.

Junior Vice President

The Junior Vice President shall attend all meetings of the club and executive.

- a) Junior Vice President shall deputize for the Senior Vice President when she/he does not attend. She/he shall support the President in all his/her roles.
- b) Oversees the 13/U, 11/U and NetSetGo Members of the Club.

Secretary

The secretary shall attend all meetings of the club and executive.

- a) She / he shall keep a true and correct record of all minutes and resolutions passed at such meetings and distribute to members.
- b) She / he shall perform the clerical work of the Club and executive and carry out all directions given at such meetings.

- c) She / he shall have the right to attend all meetings of the committees, sub-committees and member club meetings, but shall have no voting power at such meetings unless she / he is a selected member of that committee.
- d) The secretary will be advised, with seven days' notice, of all affiliated club meetings.
- e) A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club
- f) Unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in 6 (d), but other than those referred to in 12 (Treasurer) to be kept and maintained by, or in the custody of the treasurer; and
- g) Perform such other duties as are imposed by these rules on the Secretary.

Treasurer

The Treasurer shall attend all meetings of the club and executive.

- a) The Treasurer shall be responsible to see that all monies collected and received are paid into the Club banking account without undue delay and all accounts are paid. Further she / he will keep proper books of account and render a statement of account (and balance sheet if required) at the Annual General Meeting.
- b) She / he shall present a financial statement of accounts to all full committee meetings. Failure to present financial statements at more than 2 meetings in a row will allow the President to adopt the role of Treasurer until such time as the records are up to date and viable, and a new Treasurer can be appointed by the Executive.
A reconciliation of the General Account is to be presented to the AGM
- c) Audited accounts are to be presented at the AGM providing AGM is held in February of the following season.
- d) Unless the members resolve otherwise at a general meeting, have custody of all securities, books and
- e) documents of a financial nature and accounting records of the Club, including those referred to in
- f) paragraph (a) and (b).

Grading Officer

The Grading Officer shall attend all meetings of the Club and executive.

- a) Appoint by invitation Grading Committee – 4-5 People to help during grading night/s.
- b) Coordinated and Liaise with grading committee date, times and grading procedure – via email or in person.
 - i. Coordinated trials for grading night (2 Max) - Paper grading based on last year teams, all girls still eligible within same grade to stay in teams and fill with members that need to go up a grade due to age. Then fill with new members to club.
 - ii. Have a 15 minute break and discuss any girls that need to be moved up or down divisions due to high/low skill level. (Head Coach to take girls for this time for basic drills, where practical)
 - iii. Continue trials for another two rounds to see how changes fit.
- c) Coordinate 1st draft of teams based on trial results.
- d) Liaise with President, Vice Presidents, Head Coach and Registrar for final team selections
- e) Pass on final teams to Registrar for notification of members making Jetz Teams. (This need only be a basic welcome to the Jetz winter season, then advise of team and coach on announcement day)
- f) Attend Southern District Netball Association Grading Night when applicable.
- g) Draft and send any notifications to SDNA for pass down.

Registrar

The Registrar shall attend all meetings of the club and executive.

- a) She / he shall keep a register of all players and sponsors of all club members on an excel spread sheet which is to be passed onto the next person.
- b) The Registrar is responsible for the collection of grading sheets from all coaches at seasons end.

Head Umpire

The Head Umpire shall attend all meetings of the Club and Executive.

- a) She / he shall be responsible for the issue of umpire allocations and match day ruling queries of official Netball WA and The Australian Netball Association umpiring clinics as required.
- b) She / he shall be responsible for the development of junior's umpires and the continued development of senior umpires within the club to further their levels.
- c) She / he shall be responsible for the drafting and distribution of start of season umpiring rosters and also the variation of weekly rosters done at the beginning of each week.
- d) Be the person who is contacted if an umpire is unable to attend their designated game and organise a replacement.
- e) Ensure all Jetz umpires are dressed in white in the winter season!
- f) Have a meeting with all umpires at the beginning of the season to explain what is required of all umpires.
- g) Need to hold a current National C Badge.

Parent / Player Liaison Officer

The Parent Player Liaison Officer shall attend all meetings of the Club and Executive.

- a) Shall be responsible for liaising with all parents and members and bring forward any problems or concerns and report back to the Executive with any feedback being positive or negative.
- b) To conduct surveys and collect information as required by the Executive.

Head Coach

The Head coach shall attend all meetings of the club and executive.

- a) She / he shall be responsible for co-ordination of Netball WA and Australian Netball coaching clinics and ensuring that all coaches are kept informed of current techniques, they also need to be the advisor of coach's development and the implementer of the coaches mentoring programme within 72 hours.
- b) The Head Coach/Selection Committee are the arbitrators should there be any dissention over player selections for teams. Any dissention should be placed in writing and presented at a meeting.
- c) She / he will be responsible for ensuring all coaches behave appropriately and be the Chairperson on any player or coach disciplinary committee.
- d) The Head Coach should be available to help all teams with the running of training sessions and game sessions.
- e) The Head coach should have a meeting at the beginning of the season to go through Jetz coaching manuals and discuss what is required of each coach for the season.
- f) Be responsible for the selection and co-ordination of the Club Coach of the Year Award as agreed by the majority of the executive.

PR & Social Media Representative

- a) Coordinate social media sites with the planning, upgrade whilst upholding the integrity of the club.
- b) Coordinate weekly newsletter during the Winter Season and sometimes in spring.
- c) Liaises with committee when media releases and notices need to be sent out.

Social Coordinator & Fundraising

She / he will be responsible for organising Social Events & Fundraising and be placed in charge of a subcommittee.

- a) Help to organise and co-ordinate the end of year function.
- b) Coordinate Fundraising events

Property Officer

- a) She / he shall be responsible for all equipment and property belonging to the club. She / he shall keep a record of such equipment and property and shall report any damage, loss or other discrepancy to the full committee.
- b) A log should be kept of all equipment and coaches be made to sign for kit bags.

Uniform Officer

- a) She / he shall be responsible for all orders of uniforms for Club Members.

Grants & Sponsorship Officer

- b) She / he shall be responsible for all grants applied for by the club.
- c) Work with the Secretary and Treasurer to vouch all grants which have been granted to verify amounts spent.
- d) A soft copy of all grants applied for should be held by the Grants officer and the Secretary.
- e) Co-ordinate sponsorship packs.
- f) Co-ordinate and liaise with potential Club sponsors.
- g) Co-ordinate potential grant monies which could help the Club.

13. MEETINGS

- a) The Committee must meet together for the dispatch of business not less than 6 times in each year and the Chairperson, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- b) Each Committee members has a deliberate vote.
- c) A question arising at a Committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- d) At a Committee meeting 6 with 2 being Executive members constitute a quorum.
- e) Subject to these rules the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- f) As required under sections 21 and 22 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or a proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Club is established), must-
- g) As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
- h) Not take part in any deliberations or decision of the Committee with respect to that contract.
- i) (7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Committee at which it is made.

ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held in October each year.
- b) Notice of the meeting is to be provided in writing to all members of the Club not less than fourteen days prior to the meeting.

- c) Voting at an Annual General Meeting shall be restricted to members, life members and honorary members.
- d) Voting shall be restricted to those in attendance.

SPECIAL GENERAL MEETING

A Special General Meeting of members: -

- a) May be called by the committee by giving not less than seven days' notice.
- b) Shall be called by the committee on receipt of a requisition stating the business and signed by at least ten members of the Club and by giving not less than seven days' notice.

14. QUORUM

- a) At all general meetings of the Club six with two being Executive members shall make a quorum.
- b) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 13
- c) As a result of a request or notice or notice referred to in rule 13 or as a result of action taken under rule 13 a quorum is not present, the general meeting lapses; or
- d) Otherwise, than as a result of a request, notice or action referred to in paragraph (a) the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- e) If within 30 minutes of the time appointed by sub-rule (2)(b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum was present.
- f) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- g) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- h) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 13 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- i) At a general meeting –
- j) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
- k) A special resolution put to the vote will be decided in accordance with section 24 of the Act as designated in rule 2, and, if a poll is demanded in accordance with sub-rules (9) and (11).
- l) A declaration by the chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of the fact unless during the general meeting at which the resolution is submitted, a poll is determined in accordance with sub-rule (9).
- m) At a general meeting, a poll may be demanded by the chairperson or by three or more members present in person or by proxy and if so demanded, must be taken in such manner as the chairperson directs
- n) If a poll is demanded and taken under sub-rule (9) of an ordinary resolution, a declaration by the chairperson of the result of the poll is evidence of the matter so declared.
- o) (11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

15. CLUB YEAR

The financial year of the Club shall commence 1st January to 31st December of that year. The books shall be audited in January and the AGM to be held in February.

16. FINANCE

A banking account will be opened with a recognised banking institution in the name of the Club, which shall be operated by any two of the two signatories, consisting of the President and Treasurer.

At the start of each year after the accounts have been audited the signatures will be changed to the current office bearers and at no time will there be more than three people signing on the account.

17. CONDUCT

The full committee shall have power to suspend or expel any member which includes parents, spectators and players whose conduct is deemed to be detrimental to the welfare of the Club and Association which it plays under, after such member has been given the opportunity to appear before the full committee to answer any charge of misconduct of which he or she has been accused.

18. SUB-COMMITTEES

The executive committee may set up or absolve any sub-committees from time to time as may be deemed necessary for the efficient operations of the Club.

19. ALTERATION TO CONSTITUTION

The club may alter or rescind these rules, or add additional rules at the AGM.

- a) Any proposed alterations or changes must be submitted to the Club Secretary 4 weeks prior to the AGM.
- b) Once alterations or changes have been passed by the Quorum the Constitution must be submitted to the Governing Body.

These rules bind every member and the Club to the same extent as if every member and the Club had signed and sealed these rules and agreed to be bound by all their provisions.

20. DISSOLUTION OF THE CLUB

If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities and property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another Club incorporated under the Act which has similar objects, and which is not carried out for the purposes of profit or gain to its individual members, and which Club shall be determined by resolution of the members.

21. LIFE MEMBERS

Members of the Club who have rendered especially meritorious direct services to the Club may, on recommendation by the full committee, be appointed life members of the Club. A maximum of two life memberships may be given in any one Club year.

A life member must have served on the Executive Committee for at least 5 years with a minimum of being a member of the club for at least 8 years working for the club up and above what is required of them.

22. HONORARY MEMBERS

The full committee may elect to the Club, for a period of 12 months, honorary members who: -

- a) Wish to play but in the opinion of the Executive cannot afford to do so.
- b) Are adults (without playing children) who wish to assist in the administration of the Club.

23. AUDIT

One honorary Auditor shall be elected each year to audit the Club books by the first General meeting held after the AGM.

24. SEAL

The Club shall have a common seal and such seal shall be held in the custody of the Secretary, who shall affix Same to any documents as directed from time to time by the full committee.

25. INCOME AND PROPERTY

The income and property of the club shall be applied solely towards promotion of its objects as set forth in this constitution, and no portion there of shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to its members, provided that nothing herein shall prevent the payment or re-imbursement in good faith to any member who may have expenses incurred while performing duties authorized by the Club.

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.

- a) Unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in 6 (d), but other than those referred to in 12 (treasurer) to be kept and maintained by, or in the custody of the treasurer; and
- b) Perform such other duties as are imposed by these rules on the Secretary

27. GRIEVANCE PROCEDURE

a) Grievance by a Member

Where a Member of the club has a grievance with another Member or with the club (but not being any of the grounds set out in the Code of Conduct (6)) and that Member considers the grievance warrants investigation and action by the Club, the Member shall follow the procedure set out in this Rule 42.

b) Grievances Officer

The Member shall contact, either by telephone or in writing, the Club's grievances officer ("Grievance Officer"), appointed by the Executive (but not a member of the Committee), and advise they have a grievance which they wish to discuss. The identity of the nominated Grievances Officer will be communicated to all Members of the Club by written notice. Where a grievance is to be submitted in writing it should be addressed clearly to the Grievances Officer and marked "Private & Confidential".

c) Action by Grievances Officer

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- i. Where a grievance has been received by the Grievances Officer they shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved Member. The Grievances Officer may take whatever steps and conduct whatever investigations necessary to determine whether the grievance is legitimate.
- ii. Where the Grievances Officer determines the grievance is legitimate they shall take all reasonable steps to resolve the grievance.
- iii. Where the Grievances Officer determines the grievance is not legitimate, they shall advise the aggrieved Member accordingly. If the aggrieved Member is not satisfied with the Grievances Officer's determination, they may take whatever further action they consider necessary or appropriate.
- iv. Where the Grievances Officer is unable to resolve a grievance, or considers the grievance of a very serious nature they shall report the grievance to the President and/or the Executive Committee for action.
- v. All grievances received by the Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Grievances Officer on investigation shall be confidential and may be communicated only to the President and/or the Executive Committee.

d) Procedures by Grievances Officer

In investigating a grievance and/or determining its legitimacy, the Grievances Officer shall observe and apply the procedures applicable to a proceeding under the Code of Conduct (6), in so far as they are applicable.