

PORT STEPHENS NETBALL ASSOCIATION INC.
CONSTITUTION



DIVISION I – GENERAL

1. Definitions
2. Interpretation
3. Title
4. Type of Organisation
5. Colours
6. Objects
7. Association Location
8. Patron

DIVISION II- AFFILIATION WITH NETBALL NSW

9. Statement

DIVISION III – MEMBERSHIP

10. Member Protection Policy
11. Ordinary Membership
12. Life Membership
13. Honorary Membership
14. Membership Fees and Miscellaneous Fees
15. Register of Members
16. Members' Liability
17. Affiliation of Member Clubs and Delegates

DIVISION IV – MEETINGS

18. General Procedure
19. Annual General Meeting (AGM)
20. Special Council Meetings

DIVISION V – ORGANISATIONAL STRUCTURE

21. Council
22. Powers of Council
23. Executive Committee
24. Duties of Executive Committee Members
25. Duties of Convenors

DIVISION VI – ADMINISTRATION

26. Finance
27. Custody of Books
28. Inspection of Records
29. Alterations to Constitution, Policies and Standing Orders
30. Dissolution of the Association

DIVISION VII- POLICIES

31. Policies of the Association

PORT STEPHENS NETBALL ASSOCIATION INC. CONSTITUTION

DIVISION I – GENERAL

1. DEFINITIONS

For the purposes of this Constitution:

- 1.1. 'Affiliated Member Club' means any Member Club (comprising one or more teams) which has paid the prescribed annual affiliation fee to the Association.
- 1.2. 'Association' means the Port Stephens Netball Association Inc. (PSNA).
- 1.3. 'Member Club Delegate' means a duly appointed financial representative of an Affiliated Member Club.
- 1.4. 'Council' means elected Office Bearers, active Life Members, Honorary Members and two (2) delegates from each Member Club.
- 1.5. 'Instrument' means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the Policies of the Association.
- 1.6. 'Netball NSW' means the New South Wales Netball Association Ltd.
- 1.7. 'Registered Member' means any financial member, life member or honorary member of the Association.
- 1.8. 'The Office Bearers of the Association' mean the members of the Executive Committee plus the Sub-Committee Convenors.
- 1.9. 'Publicised' refers to any matter made public through any medium including, but not limited to, email, text (SMS), and social media and website avenues.
- 1.10 'Casting vote' means the Convener may use their vote to break a deadlock

2. INTERPRETATION

- 2.1. Where this Constitution conflicts or contains ambiguities with any other instrument of the Association, this Constitution will prevail.
- 2.2. The Council will hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and Policies and Standing Orders.

3. TITLE

- 3.1. The name of the Association will be the Port Stephens Netball Association Inc. (PSNA).

4. TYPE OF ORGANISATION

- 4.1. The Association is a 'not-for profit' organisation whose income and property are applied solely towards the promotion of the objects of the Association. No funds

or property will be paid or transferred directly or indirectly by way of dividend or bonus by way of profit to or amongst the members.

5. COLOURS

The Association's colours will be grey, royal blue and white.

6. OBJECTS

- 6.1. To support and promote the objectives of Netball Australia, Netball NSW and PSNA.
- 6.2. To create an entity through and by which Netball in Port Stephens can be encouraged, conducted, promoted and administered and to be the governing body of netball in the Port Stephens area except for the area known as 'Tomaree Peninsula' this location will be governed by Nelson Bay Netball Association.
- 6.3. To act for its members in all matters pertaining to Netball.
- 6.4. To promote the economic and sporting success, strength and stability of PSNA and each Member Club.
- 6.5. To use and protect its Intellectual Property.
- 6.6. To have regard to the public interest in its operation.
- 6.7. To encourage and promote performance-enhancing drug free competition.
- 6.8. To act for its members on all matters pertaining to the conduct of Netball in PSNA including all disciplinary, tribunal, appeal and grading matters, in accordance with the Member Protection Policy.
- 6.9. To pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further the objectives of the Port Stephens Netball Association.
- 6.10. To foster, regulate, organise, conduct and manage Netball competitions, events, displays and other activities within Port Stephens in conjunction with its members.
- 6.11. To select and manage netball teams to represent Port Stephens Netball Association in matches against teams representing other Associations within New South Wales.
- 6.12. To conduct education and training to support members to enhance their knowledge and understanding of Netball.
- 6.13. To implement appropriate policies, including policies in relation to member protection, social justice, drugs in sport, health, safety, junior and senior programs, infectious diseases, integrity in sport including match fixing and such other matters as arise from time to time as issues to be addressed in Netball.
- 6.14. To give, and where appropriate, seek recognition for athletes, officials and other individuals participating in Netball in any capacity to obtain awards or public recognition.

7. ASSOCIATION HEADQUARTERS

The Association's location will be at Fitzgerald Park, 2 William Bailey Street, Raymond Terrace, NSW, 2324.

8. PATRON

The Association may from time to time appoint one or more Patrons. Any nomination received for the office of Patron will be advanced for ratification by the Council at an Annual General Meeting. The Council may also cancel any such appointment at an Annual General Meeting or Special Council Meeting.

DIVISION II- AFFILIATION WITH NETBALL NSW

9. STATEMENT

The Association will affiliate with Netball NSW annually as required under the Netball NSW Constitution and any relevant Netball NSW policies.

10. NETBALL NSW POLICIES

The Association will comply with Netball NSW Policies as outlined at www.netballnsw.com and will adopt local procedures where appropriate to implement such policies. These are subject to change in line with changes to the Netball NSW Policy.

DIVISION III – MEMBERSHIP

11. ORDINARY MEMBERSHIP

- 11.1. The Association is the controlling body for amateur Netball within its boundaries and its authority will be recognised by all Registered Members who will adopt and obey this Constitution and the Rules and Policies and Standing Orders of the Association.
- 11.2. All Registered Members will be amateurs as defined by the Constitution of the International Federation of Netball Associations.
- 11.3. Individual members of a Member Club wishing to join the Association will:
 - 11.3.1. Complete the approved Registration process of the Association.
 - 11.3.2. Pay the prescribed annual membership.
- 11.4. The Association will defer to the '*Definition of Members of Affiliation and Membership Policy*' of Netball NSW in determining membership.
- 11.5. A person ceases to be a Registered Member of the Association if the person:
 - 11.5.1. Ceases to be financial.
 - 11.5.2. Is expelled from the Association.

11.5.3. Is deceased.

12. LIFE MEMBERSHIP

- 12.1. Any person may be elected a Life Member of the Association in recognition of at least ten (10) years **outstanding** service to the Association.
- 12.2. Candidates for election as Life Members will be nominated by two (2) financial members with such nominations being received by 31 January each year to enable the voting process to be completed by the AGM.
- 12.3. The Executive will review all nominations received to ensure nominations meet criteria as defined below and if appropriate, put forward such nominations for voting.
- 12.3.1 Undertake role/s within PSNA that show an outstanding level of support and engagement of PSNA and go beyond the role/s undertaken within their Member Club
- 12.3.2 Demonstrate a consistent, sustained application of commitment to the support and promotion of netball within PSNA over a minimum period of 10 years
- 12.4. Once approval for voting to proceed is given, votes will be collected via postal or digital means as appropriate. A closing date for voting will be advised upon distribution of documentation. If an affirmative vote is returned, Life Membership will be announced, and a badge presentation will occur at the Annual General Meeting.
- 12.5. The nominations must be approved by a majority of at least three-quarters (3/4) of the members eligible to vote at an Annual General Meeting, provided that the Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.
- 12.6. All PSNA Life Members will be contacted annually to confirm their registration process with Netball NSW at the commencement of each season. Port Stephens Netball Association will pay / reimburse all Life Membership registrations annually where sought. Respecting those Life Members who choose to no longer be financial.
- 12.7. A financial PSNA Life Member will be entitled to attend all Association meetings and will have full voting rights.
- 12.8. A person ceases to be a Life Member when:
- 12.8.1. They are expelled from the Association.
- 12.8.2. They are deceased.

13. HONORARY MEMBERSHIP

- 13.1. An Honorary Member is any person who is invited by Council to join the Association for a specific time or purpose as determined by the Council, provided such person is nominated by two (2) financial members of the Council.

- 13.2. An Honorary Member may be admitted to Council without voting power.
- 13.3. A person ceases to be an Honorary Member of the Association if the person:
 - 13.3.1. Is discharged because the 'specific time or purpose' for which the person was admitted as an Honorary Member has been fulfilled to the satisfaction of Council.
 - 13.3.2. Is expelled from the Association.
 - 13.3.3. Is deceased.

14. MEMBERSHIP FEES AND MISCELLANEOUS FEES

- 14.1. All fees to be paid by Registered Members, including (but not limited to) membership, court hire and lighting fees, will be determined by resolution of Council at the last Council Meeting before the Annual General Meeting.
- 14.2. All Registered Members of the Association will be financial members between 1 January and 31 December in the year of play (which covers all competitions and meetings conducted throughout that year).
- 14.3. A Registered Member ceases to be financial if they:
 - 14.3.1. Fail to renew their membership.
 - 14.3.2. Fail to pay to the Association money they owe to the Association.

15. REGISTER OF MEMBERS

A Register of Members of PSNA will be determined using the prescribed database through Netball NSW systems and the governance of financial members will be directed by the '*Affiliation and Membership Policy*' of Netball NSW.

16. MEMBERS' LIABILITY

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

17. AFFILIATION OF MEMBER CLUBS AND DELEGATES

- 17.1. In order to become affiliated with the Association, Member Clubs must:
 - 17.1.1. Consist of one or more teams comprising Registered Members of Netball NSW.
 - 17.1.2. Pay an annual affiliation fee as determined by the Council at the last Council Meeting before the Annual General Meeting.
- 17.2. Member Clubs will each have the right to nominate two financial Member Club Delegates of a minimum age of 18 to attend Council meetings.
- 17.3. Where a Member Club does not have the required number of Delegates (2 per Member Club) in attendance at any meeting of Council, that Member Club will be liable to a penalty which will be set by Council from time to time.

- 17.4. At each meeting all Member Club Delegates present will sign an attendance register and will state the Member Club they represent at that meeting.
- 17.5. A Member Club Delegate may represent one (1) Member Club only at any meeting.

DIVISION IV – MEETINGS

18. GENERAL PROCEDURE

- 18.1. The President will take the chair at all meetings of the Council or Executive Committee and in the President's absence the chair will be taken by a nominated Executive member.
- 18.2. A member may attend a meeting remotely (via technology) and the member will be deemed as present.
- 18.3. A quorum for ordinary Council meetings will consist of five (5) members of the Association's Executive Committee, and Member Club Delegates representing at least one-quarter (1/4) of the Member Clubs. A quorum for Executive Committee meetings will consist of five (5) members of the Committee.
- 18.4. If no quorum is present thirty (30) minutes after the time fixed for the commencement of a meeting it will be adjourned to such time and place as the Chairperson decides. The Secretary will advise each eligible voter and to the Secretary of each Member Club.
- 18.5. The accidental omission to give any member the required notice will not invalidate a meeting nor any of the business of the meeting.
- 18.6. Decisions arising at an ordinary meeting of the Council, Executive Committee or any Sub-Committee are to be determined by a simple majority of votes cast by eligible members. Each eligible member will have one (1) vote to be taken in such a manner as the Chairperson will direct, except a secret ballot which will be taken if any member requests it.
- 18.7. There will be no voting by proxy except where a Convenor authorises a Subcommittee member to attend a meeting at which she or he is eligible to vote in her or his place.
- 18.8. Meeting procedure will be further guided by Policy Procedure.

19. ANNUAL GENERAL MEETING (AGM)

- 19.1. An Annual General Meeting of the Association will be held in March of each year.
- 19.2. All Registered Members may attend but voting will be restricted to Office Bearers, Financial Life Members and two (2) nominated Member Club Delegates from each Member Club.
- 19.3. Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association will be given to each Office Bearer, Financial Life Member, Member Club Delegate, and the Secretary of each Member Club.

- 19.4. A copy of the Association's Annual Report and the audited balance sheet will be available where possible on the Association's website prior to the Annual General Meeting and be presented at the AGM.
- 19.5. A quorum for an Annual General Meeting will consist of five (5) members of the Association's Executive Committee, and at least one-quarter (1/4) of the Member Club Delegates.
- 19.6. The business of the Annual General Meeting will be:
 - 19.6.1. Confirmation of the minutes of the previous Annual General Meeting.
 - 19.6.2. Consideration and adoption of the Annual Report and audited balance sheet.
 - 19.6.3. Appointment of an auditor.
 - 19.6.4. Notices of Motion.
 - 19.6.5. Appointment of Patron.
 - 19.6.6. Appointment of Solicitor.
 - 19.6.7. Such other business as the meeting deems fit.
 - 19.6.8. Election of Executive Committee.
 - 19.6.9. Election of Committee Convenors.
- 19.7. The following Office Bearers will be elected and will form the Executive Committee:
 - 19.7.1. President
 - 19.7.2. Representative Convenor
 - 19.7.3. Secretary
 - 19.7.4. Administration Secretary
 - 19.7.5. Treasurer
 - 19.7.6. Technical Services Convenor
 - 19.7.7. Games Services Convenor
- 19.8. The following Office Bearers will be elected as Sub Committee Convenors:
 - 19.8.1. Canteen Convenor
 - 19.8.2. Assistant Treasurer
 - 19.8.3. Carnival Convenor
 - 19.8.4. Coaching Convenor
 - 19.8.5. Fixtures Convenor
 - 19.8.6. Grading Convenor
 - 19.8.7. Grounds Convenor

19.8.8. Registrar

19.8.9. Selection Convenor (who must hold the appropriate qualification for the position)

19.8.10. Umpires Convenor (who must hold the appropriate Netball NSW qualification for the position)

19.8.11. Member Protection Information Officer

19.9 To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both Netball NSW and the Association.

19.10 Current Office Bearers will be eligible for re-election.

19.11 The President, Secretary or Treasurer of the Association will not hold the position of President, Secretary or Treasurer of a Member Club.

19.12 No person will be elected to more than one (1) position as an Office Bearer.

19.13 Not more than 3 members of the Executive Committee will be members of any one Member Club.

19.14 Office Bearers elected at the Annual General Meeting will assume office at the conclusion of the Annual General Meeting and will hold office for the ensuing year, unless they are removed or resign in the interim.

19.15 Nominations for election supported by two (2) Registered Members.

19.16 Qualifications (where required) will accompany each nomination.

19.17 The Association may, at a Special Council meeting, by resolution remove any Office Bearer before the expiration of their 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.

19.18 An Office Bearer may resign their position by providing written notice of their intention to do so to the Association Secretary. The Council will, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

20. SPECIAL COUNCIL MEETINGS

20.1. Special Council Meetings will be called by the Secretary:

20.1.1. At the direction of the President.

20.1.2. Upon receipt of a requisition signed by not less than one-third (1/3) of the members of Council.

20.2. All Registered Members may attend but voting will be restricted to Office Bearers, financial life members and two (2) nominated Member Club Delegates from each Member Club.

- 20.3. Not less than twenty-one (21) days' written notice will be given to members of Council and to the Secretary of each Member Club, specifying the time and location of a Special Council Meeting, and the nature of the business to be considered.
- 20.4. A quorum for a Special Council Meeting will consist of five (5) members of the Association's Executive Committee, and Member Club Delegates representing at least one quarter (1/4) of the Member Clubs.

DIVISION V – ORGANISATIONAL STRUCTURE

21. COUNCIL

- 21.1. The Council will consist of:
- 21.1.1. The Office Bearers of the Association (as elected refer Policy - Sub Committees and Duties).
 - 21.1.2. Active Life Members.
 - 21.1.3. Two (2) Member Club Delegates from each Member Club.
- 21.2. The Council will meet at least three (3) times each year on dates to be fixed by the Council. At least three of these meetings will be held no less than bi-monthly intervals between February and August inclusive.
- 21.3. Not less than seven (7) days written notice will be given specifying the time and place of the meeting of Council, and any special business to be dealt with.
- 21.4. Order of business at Council meetings will be:
- 21.4.1. Apologies
 - 21.4.2. Confirmation of Minutes
 - 21.4.3. Business Arising from Minutes
 - 21.4.4. Notices of Motion
 - 21.4.5. Elections
 - 21.4.6. Correspondence and business arising
 - 21.4.7. Reports:
 - 21.4.7.1. Executive Committee
 - 21.4.7.2. Finance
 - 21.4.7.3. Representative Convenor
 - 21.4.7.4. Technical Services
 - 21.4.7.5. Games Services

21.4.7.6. Appeals

21.4.7.8. Delegates to other organisations

21.4.7.9. Any other reports

21.4.8 General business.

22. POWERS OF COUNCIL

22.1. The Council will be responsible for the execution of the objects of the Association and without in any way limiting this responsibility will have power:

22.1.1. To control and manage the affairs of the Association.

22.1.2. To fix fees payable by members and to enforce payment thereof.

22.1.3. To control the funds of the Association 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 Association and to give security therefore; to enter into guarantees of indebtedness on behalf of any Member Club; and, generally, to carry out and attend to all such matters as will be necessary for the proper management and control of the property of the Association.

22.1.4. To appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of Netball NSW.

22.1.5. To appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit.

22.2 The Executive Committee will consist of the following voting members:

22.2.1. President

22.2.2. Representative Convenor

22.2.3. Secretary

22.2.4. Administration Secretary

22.2.5. Treasurer

22.2.6. Technical Services Convenor

22.2.7. Games Services Convenor

23. EXECUTIVE COMMITTEE

- 23.1 Regular Executive Committee Meetings will be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting / First Council meeting in March.
- 23.2 Should it be necessary to call additional meetings; all Executive Committee members will be notified at least forty-eight (48) hours prior to the meeting being held.
- 23.3 Should a quorum of the Executive Committee be present; an emergency meeting may be convened at any time.
- 23.4 Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings will be deemed to have resigned.
- 23.5 The first duty of a member of the Executive Committee will be at an Association function as opposed to a Member Club function.
- 23.6 The Executive Committee will exercise the functions and powers of the Council between meetings of the Council and its decisions will be subject to ratification by the Council at the next meeting.
- 23.7 At the conclusion of the season the Executive Committee will act as Management Committee, to carry on all Association business whilst in recess.
- 23.8 Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- 23.9 Make recommendations to Council on matters of finance and policy.
- 23.10 Executive committee members are required to sign the Administrators Code of Behaviours upon uptake of their position. Breaches of this agreement may be dealt with under the *Member Protection Policy* of Netball NSW.

24. DUTIES OF EXECUTIVE -COMMITTEE MEMBERS

- 24.1. The PRESIDENT will:
 - 24.1.1. Preside at meetings of the Association and direct where necessary.
 - 24.1.2. Be the primary representative within the Association in dealing with any media contact.
 - 24.1.3. Be responsible for the presentation of the Executive Report at Council and Annual General Meetings.
 - 24.1.4. Provide support and direction to the Executive Members to ensure roles and functions of the Association occur.
- 24.2. The REPRESENTATIVE CONVENOR will:
 - 24.2.1. Assist the President and perform such other duties as directed by Council.

- 24.2.2. Be Convenor of the Representative Teams and as such be responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, travel and accommodation arrangements etc.
- 24.2.3. Advise the Secretary of all such arrangements.
- 24.3. The SECRETARY will:
 - 24.3.1. Maintain a register of Life Members.
 - 24.3.2. Maintain a register of Member Clubs.
 - 24.3.3. Ensure Member Clubs maintain their online documentation.
 - 24.3.4. be responsible for correspondence and issue notices as required.
 - 24.3.5. Prepare a Correspondence Register for presentation at Council Meetings.
 - 24.3.6. Circularise all nominations for Life Membership and accompanying qualifications to Member Clubs.
 - 24.3.7. Conduct such other business as directed by Executive or Council.
- 24.4. The ADMINISTRATION SECRETARY will:
 - 24.4.1. Maintain a record of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting and all sub-committee meetings.
 - 24.4.2. Be responsible for updating the Association's website and other digital communication channels.
 - 24.4.3. Act as the Public Officer of the Association.
 - 24.4.4. Prepare and submit applications for State or other grants.
 - 24.4.5. In the absence of the Secretary, act as Secretary.
- 24.5. The TREASURER will:
 - 24.5.1. Be responsible for all funds that may be established by the Association.
 - 24.5.2. Keep a record of all assets, liabilities, and properties of the Association.
 - 24.5.3. Keep necessary books of account and produce them on the instruction of Council.
 - 24.5.4. Receive all monies payable to the Association and issue receipts as required.
 - 24.5.5. Bank all monies as soon as practicable.

24.5.6. Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident, flood or otherwise.

24.5.7. Be responsible for paying:

- All general accounts, including but not limited to, stationery, electricity, maintenance and cleaning supplies, general advertising, canteen supplies, sponsor tags for Association sponsors.
- Any other accounts passed for payment at meetings.
- pay other accounts as necessary and have these ratified at the next meeting.

For the following Representative Teams accounts:

- All Netball NSW events and championships entry costs.
- All embroidered patches issued to the Association members of netball NSW events for players and associated personnel.
- All bus costs associated with Representative coaches, assistant coaches, managers and umpires throughout the representative season.
- Fifty percent (50%) of final levy costs for tour managers, coaches, assistant coaches, managers and umpires for Netball NSW events.

24.5.8. Send accounts for payment as required.

24.5.9. Present current financial reports, with full statements available as requested to each Executive and/or Council meeting.

24.5.10. Pay the annual Netball NSW fees by the due date.

24.5.11. Present an audited Balance Sheet at the Annual General Meeting.

24.5.12. Allocate one third (1/3) of Canteen profits directly to the Representative account at the end of the winter season.

24.5.13. Issue an official order to any person authorised to purchase on behalf of the Association.

24.6. The TECHNICAL SERVICES CONVENOR will:

24.6.1. Have a casting vote, if required, as a member of the Coaching and Umpiring Sub-Committees.

24.6.2. Be responsible for overseeing the duties of the Coaching and Umpire Convenors.

24.6.3. Present reports relating to coaching and umpiring at each Executive and/or Council meeting.

- 24.7. The GAMES SERVICES CONVENOR will:
- 24.7.1. Have a casting vote, if required, as a member of the Fixtures, Grading sub-committees.
 - 24.7.2. Be responsible for overseeing the duties of the Fixtures, Grading, Grounds, Recorder and Registrar.
 - 24.7.3. Present reports relating to all their sub-committees at each Executive and/or Council meetings.

25. DUTIES OF CONVENORS

- 25.1. The CANTEEN CONVENOR will:
- 25.1.1. Ensure that adequate stock is purchased for the running of the Canteen and any special functions.
 - 25.1.2. Be available to supervise canteen volunteers during competition rounds.
- 25.2. The CARNIVAL CONVENOR will:
- 25.2.1. Organise and conduct any carnivals the Association may hold.
 - 25.2.2. Liaise with Fixtures, Grading and Canteen Convenors in the running of the Association carnival.
 - 25.2.3. Perform such other duties as directed by Council from time to time.
- 25.3. The COACHING CONVENOR will:
- 25.3.1. Be the holder of the minimum Netball Australia Accreditation for the position.
 - 25.3.2. Be the convenor of the Coaching Subcommittee.
 - 25.3.3. Research and institute methods of encouraging and improving coaching within the Association.
 - 25.3.4. Arrange coaching assistance to Member Clubs as requested.
 - 25.3.5. Be responsible for the distribution of relevant information regarding coaching.
 - 25.3.6. Organise the Association's Net Set Go program.
 - 25.3.7. Ensure that in their absence a representative appointed from the Coaching Sub-Committee attends Council meetings.
 - 25.3.8. Be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals.
 - 25.3.9. Be responsible for the organisation of coaching courses to be conducted by the Association.

- 25.3.10. Prepare report for Technical Services Convenor for Executive and/or Council meetings.
- 25.3.11. In the absence of the Technical Services Convenor, act as the Technical Services Convenor if required.
- 25.4. The FIXTURES CONVENOR will;
 - 25.4.1. Be responsible for chairing Fixture's meetings at the start of the season and at other times deemed necessary.
 - 25.4.2. Invite the Administration Secretary as soon as practicable, to all meetings of fixtures in the role of minute taker.
 - 25.4.3. Ensure all Fixtures are communicated to the Secretary as soon as practicable for dissemination to PSNA members.
- 25.5. The GRADING CONVENOR will:
 - 25.5.1. Be responsible for chairing Grading meetings at the commencement of the season and at other times deemed necessary.
 - 25.5.2. Invite the Administration Secretary as soon as practicable, to all meetings of grading in the role of minute taker.
 - 25.5.3. Ensure all Grading decisions are communicated to the Secretary as soon as practicable for dissemination to PSNA members.
- 25.6. The GROUNDS CONVENOR will;
 - 25.6.1. Be responsible managing the Grounds, reporting any incidents to Port Stephens Council or other approved repairer as required.
 - 25.6.2. Report to the President any concerns about the grounds at the Association.
- 25.7. The SELECTION CONVENER will:
 - 25.7.1. Hold appropriate current minimum Netball Australia qualifications for the position.
 - 25.7.2. Work with appointed Representative Coaches and additional appropriately qualified personnel to assist in the Selections procedures as required.
 - 25.7.3. Communicate the nominations for players for selection on the set form, as soon as practicable after the closing date and prior to the first selection in consultation with the Representative Convenor.
 - 25.7.4. Abide by the Selections Policy.
- 25.8. The UMPIRES CONVENOR will:
 - 25.8.1. Be the holder of a National Umpires Badge.
 - 25.8.2. Be the Convenor of the Umpires Sub-Committee.

- 25.8.3. Organise and arrange the coaching and badging of umpires where necessary.
- 25.8.4. Keep a record of National badged umpires and district badged umpires within the Association.
- 25.8.5. Be responsible for the allocation of umpires for competitions organised by the Association, whether Association or representative.
- 25.8.6. Research and institute methods of encouraging and improving umpiring within the Association.
- 25.8.7. Arrange umpiring assistance to Member Clubs as requested where possible.
- 25.8.8. Be responsible for the distribution of relevant information regarding umpiring.
- 25.8.9. Ensure that in their absence a representative appointed from the Umpires subcommittee attends Council meetings.
- 25.8.10. Be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals.
- 25.8.11. Be responsible for the organisation of umpiring courses to be conducted at the Association.
- 25.8.12. Maintain a record of exam results and qualifications within the Association.
- 25.8.13. Prepare report for Technical Services Convenor for Executive and/or Council meetings.
- 25.8.14. Work in collaboration with the Technical Services Convenor and Representative Convenor as requested in the allocation of Umpires for Representative Team commitments.
- 25.8.15. In the absence of the Technical Services Convenor, act as the Technical Services Convenor if required.

25.09. The ASSISTANT TREASURER will:

- 25.09.1. Be a signatory on the Representative Team accounts.
- 25.09.2. Keep necessary records of account for the Representative Teams and produce them on the instruction of Treasurer or Council.
- 25.09.3. Receive all monies payable to the Association in relations to Representative Teams and issue receipts as required.
- 25.09.4. Bank all Representative Team monies as soon as practicable.
- 25.09.5. Pay Representative Team accounts approved for payment.

25.09.6. Pay other Representative Team accounts as necessary and have these ratified at the next meeting.

25.09.7. Be responsible for:

- Paying all Representative Team costs, including but not limited to, representative carnival entries, equipment purchases, first aid supplies, all Representative Team advertising.
- Paying Regional League, State Cup, Junior and Senior State Titles and other designed representative Netball NSW sanctioned events costs, including but not limited to, full costs for physiotherapist and bus driver, tent and associated equipment hire, accommodation and meals for players, sponsor patches presented to players, team photographs, representative sponsor tags for the Association Sponsorship board, twenty five percent (25%) of the final levy costs for tour managers, coaches, assistant coaches, managers and umpires and any other authorised personnel.
- Sending Representative Team accounts as required.

25.09.8. Be responsible for all funds established for the Representative Teams accounts.

25.09.9. Carry out duties as directed by the Treasurer.

25.09.10. In the absence of the Treasurer, act as the Treasurer.

25.10. The REGISTRAR will annually:

25.10.1. Accept all registrations on a date determined from year to year.

25.10.2. Maintain a register of team names and uniform colours to avoid duplication.

25.10.3. Prepare report for Treasurer for Executive and/or Council meetings.

25.10.4. Accept individual registrations and update team database.

25.10.5. Delete from the database the names of those players who have been granted Association permission to deregister from a team.

25.11. The MEMBER PROTECTION INFORMATION OFFICER will:

25.11.1. Be familiar with and follow the appropriate Netball NSW policies inherent in the Netball NSW Member Protection Policy document

DIVISION VI – ADMINISTRATION

26. FINANCE

26.1. The funds of the Association will be derived from annual Membership fees, other fees and donations, and subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.

- 26.2. The main banking accounts of the Association will be kept at a bank or building society approved by the Council and all online payments operating on the accounts will be authorised by any two (2) of the following- President, Treasurer and up to two (2) nominated Executive members.
- 26.3. The banking accounts of the Representative Teams will be kept at a bank or building society approved by the Council and all online payments operating on the accounts will be authorised by any two (2) of the following- President, Treasurer, Assistant Treasurer and up to two (2) other Executive member.
- 26.4. The Financial Year of the Association will commence on January 1 and end on December 31 of each year.
- 26.5. No Office Bearer of the Association will be entitled to receive remuneration for any services as such.

27. CUSTODY OF BOOKS

- 27.1. Except as otherwise provided by this constitution all records, books and other documents relating to the Association will be kept under the custody or control of the Public Officer.

28. INSPECTION OF RECORDS

- 28.1. Any Registered Member may inspect the records of account and minute records of the Association at any reasonable time.

29. ALTERATIONS TO CONSTITUTION, POLICIES

- 29.1. This Constitution of the Association may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting at an Annual General Meeting or Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.
- 29.2. The Policies of the Association may be altered by Council by at least three-quarters (3/4) of the members present at the final council meeting or the Annual General Meeting of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given
- 29.3. Any alteration made to the Constitution; Policies of the Association will be forwarded to Netball NSW within twenty-eight (28) days of the meeting at which such alteration was made.

30. DISSOLUTION OF THE ASSOCIATION

- 30.1. The Association will not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.
- 30.2. On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities will be paid or transferred

to Netball NSW to be used for the promotion of Netball within the area of PSNA as defined in Clause 6- Objects.

DIVISION VII- POLICIES

31. POLICIES OF THE ASSOCIATION

The Association may implement appropriate Policies in relation to such matters as arise for the administration of Netball in the Association, that may be trialled throughout the season and formally adopting at the final council meeting or the annual general meeting.