



TEA TREE GULLY | NETBALL CLUB INC

BY-LAWS



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1. UNIFORM

- 1.1. The uniform consists of the club colours of red and black in the official registered uniform.

2. ADMISSION TO MEMBERSHIP

- 2.1. Recognise the authority of the Club in all matters pertaining to the object of Netball.
- 2.2. Become liable for such fees, levies and subscriptions as may be fixed by the Club.
- 2.3. Each member shall have access to a copy of the Club's Constitution, Policies and By-Laws.
- 2.4. Each member of the Club shall, until all fees, levies and subscriptions are paid, be regarded as an un-financial member.
- 2.5. The Club shall have the power to prohibit an un-financial member from participating in any activity of the Club.

3. MEMBERSHIP AND VOTING

- 3.1. Life Members shall have the right to receive notice of, to be present, to debate, and to vote at all Annual General Meetings.
- 3.2. Senior Members shall have the right to receive notice of, to be present, to debate, and to vote at all Annual General Meetings.
- 3.3. Junior Members shall have no right to receive notice of general meetings, no right to be present, to debate, or vote at Annual General Meetings.
- 3.4. Non-Paying Members who have membership because he or she is the legal guardian of a Junior Member, have the right to attend and vote at Annual General Meetings. Non-Paying Members are entitled to 1 Vote per family. A Non-Paying member ceases to be a member when the Junior Member turns 18 years of age.
- 3.5. Associated Members shall have the right to receive notice, to be present, to debate, and to vote at all Annual General Meetings.
- 3.6. A General Committee Member shall declare their interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. The member shall, unless otherwise determined by the General Committee, absent themselves from discussions of such matters and shall not be entitled to vote in respect of such matters. If the General Committee Member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a General Committee Member to absent themselves from discussions and refrain from voting, the issue should be immediately determined by vote of the General Committee. If this is not possible, the matter shall be adjourned or deferred.

4. LIFE MEMBERS

- 4.1. Life Members are persons who have been awarded Life Membership of the Club and will have their membership protected in perpetuity against any future amendments to the constitution.
- 4.2. Life Members may only be elected at an Annual General Meeting of the Club.
- 4.3. Any member of the Club may be the proposer or seconder of a nomination of a person for Life Membership.
- 4.4. A life membership nomination shall be considered at General Committee level no later than the last general meeting prior to the AGM.



4.5. The General Committee shall consider support for the nomination based on the criteria of outstanding service to the Club of no less than ten years.

4.6. Life Members will not be required to pay annual subscription fees.

5. EXECUTIVE COMMITTEE

5.1. The Executive Committee of the Club shall be made up of the following positions: President, Vice President and Public Officer, Registrations Officer Secretary, and Treasurer.

5.2. Officers shall be elected at the Annual General Meetings of the Club and shall hold office for the period of two years, provided that, for the first year of operation of these By-Laws, the Vice President, Secretary, and the Registration Officer shall hold office for a period of one year.

5.3. The duties of the Officers shall be defined in the job descriptions of the Club.

6. GENERAL COMMITTEE

6.1. The General Committee of the Club shall consist of the Club Coach, Grants Officer and five General Committee members for a period of one year, and the Executive Committee as outlined in By-Law 5.2.

6.2. Members of the General Committees shall, as provided for in this Constitution, be elected at the Annual General Meeting.

6.3. Any member of the General Committee who is absent from three consecutive meetings may, at the Executive Committee's discretion, be replaced by another member of the Club.

7. SUB COMMITTEE

7.1. The General Committee shall have the power to appoint Sub-Committees as it deems necessary.

7.2. The duties of Sub Committees shall be defined in the Job Descriptions of the Club.

7.3. Sub-Committees will report back to the General Committee with relation to any and all actions, decisions and recommendations.

8. CLUB PATRON

8.1. Shall be appointed by the General Committee as soon as possible after the Annual General Meeting or as required. Members shall be advised of the appointment of the PATRON as soon as practicable.

9. APPOINTMENTS

9.1. Appointments of the Club shall consist, but not limited to the following positions as required by the Club: Club Coach, Child Protection Officer, Umpire Co-ordinator.

10. TERMINATION OF MEMBERSHIP

10.1. Removal from office shall only be valid provided that:

10.1.1. At the time of lodging notice of resignation, any member shall, at the discretion of the General Committee, remain liable for all fees, levies and subscriptions incurred up to the time of lodging the notice of resignation.

10.1.2. The proposal for removal is considered at a General Meeting of the Club.

10.1.3. The member concerned has been given the opportunity to put their case to the members of the General Committee.

- 10.1.4. The proposal for removal is agreed to by not less than fifty percent plus one of the General Committee entitled to vote at the meeting.
- 10.2. Where a vacancy of office occurs by the termination of membership, the General Committee shall arrange a replacement as it deems necessary.
- 10.3. Replacements shall hold office until the term of office would have expired but for it becoming vacant.
- 10.4. The General Committee shall notify the members of the Club of any replacements made.
- 10.5. A member who ceases to be a member, for whatever reason, shall
 - 10.5.1. Forfeit all rights in and claims upon the Club and its property and
 - 10.5.2. Shall not use any property of the Club including intellectual property.
 - 10.5.3. Any Club documents, records or other property in the possession, custody or control of that member shall be returned to the Club immediately.
- 10.6. Membership, which has been discontinued under clause 12 of the Constitution, may be reinstated at the discretion of the Executive Committee, with such conditions as it deems appropriate.
- 10.7. Membership fees or subscriptions paid by the discontinued member may be refunded to the member upon discontinuance and the discretion of the General Committee.

11. NOTICE OF MEETINGS

- 11.1. Notice of the time, date, and place of all General Meetings of the Club shall be provided to:
 - 11.1.1. Members of Executive Committee, General Committee, and Sub-Committees of the Club
 - 11.1.2. Persons appointed to act in any specified capacity for or on behalf of the Club
 - 11.1.3. Notice of a Special General Meeting shall be given within seven days of the receipt of a request for such a meeting and the meeting shall be called for a date not less than seven days nor more than twenty-one days of the date the request is received.
 - 11.1.4. The agenda shall be forwarded to each General Committee Member no less than four days prior to the meeting.
- 11.2. Notice of the time, date, and place of all Special General Meetings of the Club shall be provided to:
 - 11.2.1. Members of Executive Committee, General Committee.
 - 11.2.2. Persons appointed to act in any specified capacity for or on behalf of the Club.
 - 11.2.3. Notice of a Special General Meeting shall be given within seven days of the receipt of a request for such a meeting and the meeting shall be called for a date not less than seven days nor more than twenty-one days of the date the request is received.
 - 11.2.4. The agenda shall be made available to each General Committee Member prior to the meeting.
- 11.3. Notice of the time, date, and place of all Annual General Meetings of the Club shall be provided to:
 - 11.3.1. Life Members of the Club as per By-Law 3.1.
 - 11.3.2. Members of Executive Committee, General Committee, and Sub-Committees of the Club
 - 11.3.3. Persons appointed to act in any specified capacity for or on behalf of the Club
 - 11.3.4. Notice of Annual General Meeting shall be given within fourteen days.
 - 11.3.5. The agenda shall be made available prior to the meeting.
- 11.4. Where a meeting has been adjourned for the lack of a quorum, the notice re-convening the meeting shall provide members with not less than seven days' notice of the meeting.

- 11.5. Notices of all meetings shall be provided by the Secretary.
- 11.6. Apologies of absence must be rendered to the Secretary.
- 11.7. The President shall preside as Chairperson. The Chairperson shall be the nominal head of the Club and will act as Chair of any meeting at which they are present. If the Chairperson is not present or is unwilling or unable to preside at a meeting, the remaining Executive Committee shall appoint another General Committee Member to preside as Chair for that meeting only.

12. ELECTIONS

- 12.1. The notice calling the Annual General Meeting shall include a call for written nominations for positions to be vacated at the Annual General Meeting.
- 12.2. Nominations must be received by the Secretary four days prior to the Annual General Meeting.
- 12.3. When calling for nominations, qualifications relevant to job descriptions will be considered.
- 12.4. The Chairperson may call for nominations for all positions to be filled.
- 12.5. Nominations shall have a proposer and a seconder.
- 12.6. The proposer of a nomination may be the nominee.
- 12.7. A nomination shall not be accepted without the nominee indicating to the meeting acceptance of the nomination.
 - 12.7.1. Written acceptance of a nomination shall be accepted regardless if the nominee is present at the meeting.
- 12.8. Accepted nominations will be notified electronically prior to the commencement of the Annual General Meeting.
- 12.9. If there are insufficient nominations received to fill all vacancies on the Executive or General Committee, or if a person is not approved by the majority of members, the positions will be deemed casual vacancies.
- 12.10. Any casual vacancy occurring within the elected Executive or General Committee, may be filled by the remaining General Committee members or appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the term under this constitution.
- 12.11. If there are more nominees than vacancies for an office or Committee, the election shall be determined by a paper ballot.
- 12.12. If two or more nominees receive an equal number of votes, the Chairperson shall, if it is necessary, draw lots between the nominees to determine which of them is elected.
- 12.13. When the President position becomes vacant, the Public Officer will conduct the ballot, until such time as the President has been elected and takes office and will then take over as Chair of the meeting and preside over the rest of the Annual General Meeting.

13. GRIEVANCE PROCEDURE

- 13.1. Refer to the Club Grievances and Complaints Policy Procedure.

14. DISCIPLINE PROCESS

- 14.1. All enquiries into any matter before the Club shall be conducted in a fair and impartial manner and have regard for the principles of procedural fairness.
- 14.2. Where the allegation is considered proved, the Club may as a penalty: caution, reprimand, suspend, fine, terminate the membership of or otherwise deal with the member or person concerned.
- 14.3. The penalty and any subsequent conditions dealt with in Executive Committee shall be the subject of motions which may be determined by secret ballot.



15. DISCIPLINE APPEALS

- 15.1. An appeal against a decision of the Club may be lodged with the Secretary within ten business days of the decision.
- 15.2. An appeal shall clearly state the grounds on which it is made and shall be supported by detailed evidence.

16. HONORARIUM

- 16.1. An honorarium may only be paid subsequent to the completion of each year of the term of office of the recipient or as agreed to by the Club.
- 16.2. The total of all honoraria to be paid in the next financial year of the Club shall be determined by the Annual General Meeting.
- 16.3. The President of the Club shall determine the disbursement of honoraria within the limit approved by the Club and shall notify the Annual General Meeting of honoraria determined.