



# **Fremantle Netball Association (Inc.)**

---

**By-Laws**

**2022**

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## **1. THE COMMITTEE**

### **1.1. Nominations and Applications**

1.1.1. Nominations for Committee positions at Fremantle Netball Association ('FNA') must be received in accordance with the constitution.

1.1.2. The prior written consent of any nominee shall be necessary.

### **1.2. Appointments**

1.2.1. The Second Vice President shall be appointed by the Committee and shall be a member of the Committee.

### **1.3. Duties**

#### **1.3.1. President**

- i. The President shall preside at meetings of the Association and the Committee and shall represent the Association wherever possible or delegate such duties to other members.

#### **1.3.2. First Vice President**

- i. The First Vice President shall:
  - a. attend meetings of the Association and the Committee and in the absence of the President preside over the meeting.
  - b. assist the President and Employees of the Association on competition days, as required.

#### **1.3.3. Second Vice President**

- i. The Second Vice President shall:
  - a. attend meetings of the Association and the Committee and in the absence of the President and First Vice President, preside over the meeting.

#### **1.3.4. Competition Coordinator**

- i. The Competition Coordinator shall:
  - a. act as liaison between the Committee and Competitions Subcommittee.
  - b. attend to the operation of the Competitions with the aid of a Subcommittee.
  - c. call meetings of the Subcommittee.
  - d. attend meetings of Committee and submit written reports.
  - e. carry out such other duties as the Committee may direct.
  - f. be responsible, through the President, to the Committee of the Association.

#### **1.3.5. Coaching Coordinator**

- i. The Coaching Coordinator shall:
  - a. in liaison with the Association Development Officer ('ADO') co-ordinate all coaching courses held by the Association.
  - b. in liaison with the ADO promote and organise Coaching / Development programs as set down by Netball WA and the Association.
  - c. attend other meetings as required.
  - d. assist the various Subcommittees of the Association in relation to development programs.
  - e. in liaison with the ADO keep necessary files and relevant records.
  - f. in liaison with the ADO maintain an up to date list of qualified coaches.
  - g. attend meetings of the Committee and submit written reports.
  - h. carry out such other duties as the Committee may direct.
  - i. be responsible, through the President, to the Committee of the Association.

#### **1.3.6. Umpiring Coordinator**

- i. The Umpiring Coordinator shall:
  - a. where practicable, be the holder of a National Umpiring Badge.
  - b. in liaison with the Association Umpire Development Officer ('AUDO') co-ordinate all umpiring courses held by the Association.
  - c. in liaison with the AUDO attend to all matters pertaining to umpiring through Netball WA.
  - d. in liaison with the AUDO, investigate methods of encouraging and improving umpiring standards within the Association.
  - e. in liaison with the AUDO, formulate, supervise, monitor and evaluate umpiring programs at all levels.
  - f. in liaison with the AUDO, organise practical examinations and presentations of National Umpiring Awards.
  - g. in liaison with the AUDO, keep necessary files and relevant records, including an up-to-date list

- of umpires.
  - h. attend meetings of the Committee and submit written reports.
  - i. carry out such other duties as Committee may direct.
  - j. be responsible, through the President, to the Committee of the Association.
- 1.3.7. Representative Teams Coordinator
  - i. The Representative Teams Coordinator shall:
    - a. act as liaison between Committee and Coaches, Managers and Association Teams.
    - b. liaise with Uniform & Equipment Coordinator in relation to Association property and uniforms.
    - c. co-ordinate with officials and make arrangements for players representing the Association.
    - d. attend meetings of Committee and submit written reports.
    - e. carry out such other duties as the Committee may direct.
    - f. be responsible, through the President, to the Committee of the Association.
- 1.3.8. Uniform & Equipment Coordinator
  - i. The Uniform & Equipment Coordinator shall:
    - a. maintain an up-to-date register of Club and uniform designs.
    - b. receive requests from Clubs for approval of new colours and uniform designs.
    - c. enforce the wearing of regulation playing uniform and footwear with the power to impose fines.
    - d. be responsible, for the distribution and collection of Association uniforms, property and equipment in liaison with the Representative Teams Coordinator.
    - e. maintain an up-to-date record of Association uniforms, property and equipment.
    - f. attend meetings of Committee and submit written reports.
    - g. carry out such other duties as Committee may direct.
    - h. be responsible, through the President, to the Committee of the Association.
- 1.3.9. Grounds Coordinator
  - i. The Grounds Coordinator shall:
    - a. act as liaison between the Committee and the Grounds Subcommittee.
    - b. call meetings of the sub-committee.
    - c. attend meetings of the Committee and submit written reports.
    - d. carry out such other duties as the Committee may direct.
    - e. be responsible, through the President, to the Committee of the Association.
- 1.3.10. Canteen Coordinator
  - i. The Canteen Coordinator shall:
    - a. act as liaison between the Committee and the Canteen Subcommittee.
    - b. attend to the operation of the canteen and kiosk.
    - c. call meetings of the sub-committee.
    - d. attend meetings of the Committee and submit written reports.
    - e. carry out such other duties as the Committee may direct.
    - f. be responsible, through the President, to the Committee of the Association.
- 1.3.11. Publicity & Sponsorship Coordinator
  - i. The Publicity & Sponsorship Coordinator shall:
    - a. liaise with existing and potential sponsors on behalf of the Association
    - b. obtain press coverage of Association activities.
    - c. maintain a press book.
    - d. liaise with Promotions Coordinator on Promotional matters
    - e. liaise with Committee on sponsorship and publicity matters.
    - f. attend meetings of the Committee and submit written reports.
    - g. carry out such other duties as the Committee may direct.
    - h. be responsible, through the President, to the Committee of the Association.
- 1.3.12. Promotions Coordinator
  - i. The Promotions Coordinator shall:
    - a. ensure all Association social media platforms are updated regularly
    - b. attend and coordinate promotional opportunities at the Association
    - c. liaise with Publicity & Sponsorship Officer on sponsorship and publicity matters
    - d. liaise with Committee on promotion matters.
    - e. attend meetings of the Committee and submit written reports
    - f. carry out such other duties as the Committee may direct

- g. be responsible, through the President, to the Committee of the Association.
- 1.3.13. Ordinary Committee Members
- i. Ordinary Committee Members shall:
    - a. attend meetings of the Committee.
    - b. carry out all duties as delegated.
    - c. be responsible, through the President, to the Committee of the Association.

## 2. SUBCOMMITTEES

### 2.1. Nominations

- 2.1.1. Nominations for positions on Subcommittees shall be received prior to or at the Annual General Meeting. Prior consent of any nominee shall be necessary.

### 2.2. Election

- 2.2.1. Except where specified in **clause 2.4**, members of Subcommittees shall be elected at the Annual General Meeting of FNA.
- 2.2.2. Members so elected shall assume office at the conclusion of that meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.
- 2.2.3. Where there are vacancies on Subcommittees following the Annual General Meeting, the Committee may make appointments to these positions.

### 2.3. Duties

- 2.3.1. The convener of a Subcommittee shall, where applicable:
- i. be responsible for calling meetings of the committee.
  - ii. act as liaison between the Committee and the Subcommittee and arrange for the carrying out of any duties allocated by the Committee.
  - iii. submit regular written reports and bring forward any recommendations to the Committee.
  - iv. maintain an up-to-date record of duties, procedures and policy or other matters pertaining to the functioning of the Subcommittees.
  - v. be responsible, through the President, to the Committee of the Association.

### 2.4. Subcommittees

#### 2.4.1. Competitions Committee

- i. Composition:
  - a. Five (5) members (with the power to co-opt).
- ii. Duties:
  - a. The Competitions Committee shall:
    - 1. organise competitions as directed by Committee (i.e. grade all teams).
    - 2. draw up fixtures for final matches.
    - 3. be responsible to the Committee through the Competition Coordinator.

#### 2.4.2. Coaching/Development Committee

- i. Composition:
  - a. Not less than (3) members (with power to co-opt).
- ii. Duties:
  - a. The Coaching/Development Committee shall carry out duties involved in encouraging and increasing coaching development of players and coaches, under the direction of the ADO.

#### 2.4.3. Umpiring Committee

- i. Composition:
  - a. Not less than five (5) members (with power to co-opt)
  - b. Members of the Umpiring Subcommittee must be holders of a National Badge.
  - c. The role of Umpire Field Officer is appointed from within this Subcommittee.
- ii. Duties:
  - a. The Umpiring Committee shall carry out duties involved in the organising and conduct of umpiring programs under the direction of the AUDO and in liaison with the Umpiring Coordinator.

#### 2.4.4. Grounds Committee

- i. Composition:

- a. Five (5) members (with the power to co-opt).
- ii. Duties:
  - a. The Grounds Committee shall:
    - 1. direct players with goal post pad protector arrangements.
    - 2. direct players to keep grounds and change rooms tidy.
    - 3. carry out such other duties as the Committee may direct.

#### *2.4.5.Canteen Committee*

- i. Composition:
  - a. Not less than three (3) members who shall be the Canteen Coordinator, one (1) Committee member and one (1) other member.
- ii. Duties:
  - a. To carry out all duties involved in the organising and running of the Canteen under the direction of the Canteen Coordinator.

#### *2.4.6.Permit and Protest Committee*

- i. Composition:
  - a. Three (3) members appointed by the Committee
  - b. The Convenor shall be appointed by the Committee from one of these three (3) persons.
- ii. Duties:
  - a. The Permit and Protest Committee shall:
    - 1. be responsible to the Committee.
    - 2. deal with applications for permits to "pass down", requests to re-schedule matches, requests for interchanging of players within a grade and manage Finals permits.
    - 3. deal with requests from players wishing to transfer from disbanded Clubs.
    - 4. to deal with all protests received.
    - 5. the decision of the Permit and Protest Subcommittee, on protests, shall be final.
  - iii. A Subcommittee member with a conflict of interest in any application or protest shall be temporarily replaced by an independent person for the purpose of that decision.

#### *2.4.7.Social Committee*

- i. Composition:
  - a. Not less than three (3) with the power to co-opt.
  - b. The Social Committee Coordinator shall be appointed by the Committee from these three (3) persons.
- ii. Duties:
  - a. The Social Committee is to act as directed by the Committee.

### **3. EMPLOYEES OF THE ASSOCIATION**

- 3.1. Applications in writing for positions as employees of the Association shall be called for and received by the Committee as and when required.
- 3.2. Duties and conditions of employment shall be as defined in the Duty Statement & Contract of the employee
- 3.3. Employees of the Association shall not be eligible to hold a position on the Committee.
- 3.4. Employees of the Association shall have no voting rights.

### **4. LIFE MEMBERS**

#### **4.1. Life Members**

- 4.1.1.Life Members shall be appointed on the recommendation of the Committee at its Annual General Meeting by a two-third majority of those present and entitled to vote at that meeting and shall during the continuance of their life be entitled to all rights and privileges of membership as determined by the constitution.
- 4.1.2.Individuals are eligible for Life Membership provided that such nominee shall have served at least ten (10) years as an active member of the Committee.
- 4.1.3.Where the nominee being considered is a current member of the Committee, the Committee may discuss and agree to Life Membership recommendations without the inclusion of the Committee member whose appointment is being considered.

#### **4.2. Honorary Life Members**

- 4.2.1. Honorary Life Members shall be appointed on the recommendation of the Committee at its Annual General Meeting by two-third majority of those present and entitled to vote at that meeting and shall during the continuance of their life be entitled to all rights and privileges of membership as determined by the constitution.
- 4.2.2. Individuals are eligible for Honorary Life Membership provided that such nominee shall have given at least ten (10) years outstanding service to the Association.
- 4.2.3. Where the nominee being considered is a current member of the Committee, the Committee may discuss and agree to Honorary Life Membership recommendations without the inclusion of the Committee member whose appointment is being considered.

## **5. MEETINGS**

### **5.1. Chairperson**

- 5.1.1. The President shall preside at all meetings of the Association and Committee. In the absence of the President, the First Vice President shall preside and in the absence of both the Second Vice President shall preside. In the absence of the above, the meeting shall be opened by another Committee member, who shall call for nominations for a Chairperson. Upon election, the Chairperson shall take the chair and continue with the meeting.

### **5.2. Appointment of Persons, Conveners and Subcommittees by Committee**

- 5.2.1. The following positions are appointed as required by the Committee during Committee meetings:
  - i. Permit and Protest Committee Convener;
  - ii. Social Committee Coordinator;
  - iii. Any other position as required.

### **5.3. The Business of the Annual General Meeting**

- 5.3.1. Opening of the Annual General Meeting
- 5.3.2. Apologies for nonattendance
- 5.3.3. Confirmation of minutes of previous Annual General Meeting
- 5.3.4. Adoption of Annual Report
- 5.3.5. Adoption of audited financial statement for the preceding year
- 5.3.6. Notices of motion for alteration, repeal or addition to the Constitution and By-Laws.
- 5.3.7. Recommendations from the Committee
- 5.3.8. Appointment of Life Members
- 5.3.9. Election of Office Bearers, Committee members and Subcommittees
- 5.3.10. Subcommittees:
  - i. Competition Committee - 5 members
  - ii. Coaching Committee – 3 members
  - iii. Umpiring Committee - 5 members
  - iv. Grounds Committee - 5 members
  - v. Canteen Committee - 3 members
  - vi. Social Committee - 5 members
- 5.3.11. Confirmation of Appointments of:
  - i. Patron(s)
  - ii. Solicitor
  - iii. Auditor
  - iv. Accountant
- 5.3.12. General Business
- 5.3.13. Closure

### **5.4. The Business of Committee Meetings**

- 5.4.1. Opening of the meeting
- 5.4.2. Apologies for nonattendance
- 5.4.3. Confirmation of minutes of previous meeting
- 5.4.4. Business arising from previous minutes
- 5.4.5. Correspondence
- 5.4.6. Financial report, accounts for payment

- 5.4.7.Reports
- 5.4.8.General business
- 5.4.9.Date of next meeting
- 5.4.10. Closure

## **5.5. The Business of Special General Meetings**

- 5.5.1.Opening of meeting
- 5.5.2.Apologies for nonattendance
- 5.5.3.Business for which the meeting has been called
- 5.5.4.Closure

## **6. AFFILIATION**

- 6.1. Each Club affiliating with the Association shall be required to complete the required forms and lodge them with the Association.
- 6.2. The Committee shall have the right to refuse any application for affiliation.
- 6.3. Membership Rights
  - 6.3.1.Clubs shall be entitled to:
    - i. refer any matter to the Committee for advice or decision.
    - ii. participate in appropriate inter-Association competitions.
    - iii. arrange matches against teams from other organisations provided that the Association has been advised.
    - iv. request assistance with coaching and umpiring matters.
    - v. attend coaching and umpiring programs conducted by the Association.
  - 6.3.2.Membership rights may be suspended or revoked by the Association at any time, with due cause as decided by the Committee.
  - 6.3.3.Financial assistance may be given, at the discretion of the Committee, to members who have been approved by the Association and selected as members of an Association, State Netball WA Team or Australian team.

## **7. STANDING ORDERS**

### **7.1. The Chairperson**

- 7.1.1.The Chairperson shall:
  - i. ensure a quorum is present at all times.
  - ii. conduct the meeting in accordance with the rules.
  - iii. ensure that no speaker speaks for undue length of time or unnecessarily repeats points that have already been put to the meeting.
  - iv. terminate any discussion which is not, at that time relevant to the business before the meeting.
  - v. decide who is entitled to speak when two or more speakers rise to speak at the same time.
  - vi. if desired, request that the proposer of a motion or amendment submit it in writing.

### **7.2. Conduct of Speakers**

- 7.2.1.all remarks shall be addressed to the chairperson and any questions to another person shall be put through the chairperson.
- 7.2.2.a speaker wishing to speak or move a motion, shall stand when addressing the chair, and shall take their seat if called to order by the chair.
- 7.2.3.on any person rising to a point of order during a discussion, the speaker shall resume their seat and the person rising shall state the point of order, when the Chairperson shall rule thereon.

### **7.3. Chairperson's Ruling**

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

### **7.4. Motions**

- 7.4.1.a motion shall be seconded before it is debated and shall not be withdrawn without the consent of the



meeting.

7.4.2.no speaker shall speak more than once to any motion or amendment, except in personal explanation unless they are exercising the right of reply as the mover of the motion.

7.4.3.no more than two (2) speakers shall follow successively on the same side of the question. If the speaker having so spoken there be no speaker to take the opposite view, the question shall be put therewith.

#### **7.5. Amendments**

7.5.1.an amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. The mover of the amendment has no right of reply.

7.5.2.no second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment.

7.5.3.the mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.

7.5.4.the mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any proposed amendment, they can accept it and may seek leave to alter the motion accordingly.

7.5.5.an amendment which is a direct negative of the motion shall not be allowed.

7.5.6.The Constitution can be amended only by a special resolution advised in accordance with the Constitution.

#### **7.6. Rescinding Resolutions**

7.6.1.Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a resolution may be rescinded. A resolution may be rescinded on notice of motion at a subsequent meeting.

#### **7.7. Closure**

7.7.1.Any person may at any time move "that the question be now put" which motion, if accepted by the Chairperson shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not have the mover of the original motion exercising the right of reply.

#### **7.8. Voting**

7.8.1.Voting shall be by voice or show of hands except where a ballot is specified in the Constitution clause.

7.8.2.In the event of voting being equal, the question shall be declared on the vote of the President.

#### **7.9. Waiver of Standing Orders**

7.9.1.The Chairperson may with the consent of those present at the meeting waive standing orders **7.2, 7.4 and 7.5** if the purpose of exercising this discretion is to make the conduct of the meeting less formal.