

**PERTH NETBALL ASSOCIATION (INC)**  
**BY-LAWS**  
**(Revised – September 2018)**



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## **1.0 THE EXECUTIVE**

### **1.1 NOMINATIONS AND APPLICATIONS**

The prior consent of any nominee shall be necessary.

**1.1.1** Nominations for the position of President and two (2) Vice-Presidents shall be called for and received by the Association at a date stipulated prior to the Annual General Meeting.

**1.1.2** Nominations for all other positions on the Executive may be received prior to or from the floor at the Annual General Meeting.

### **1.2 APPOINTMENT**

**1.2.1** The Executive shall be elected or appointed as per the By-Laws at the Annual General Meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.

**1.2.2** No person shall hold an Executive position for more than ten (10) years, unless the position is vacant.

### **1.3 DUTIES**

#### **1.3.1 PRESIDENT**

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

#### **1.3.2 VICE-PRESIDENT (S)**

The Vice-President(s) shall attend meetings of the Association and the Executive and in the absence of the President, one (1) shall preside over the meeting.

#### **1.3.3 COMPETITION COORDINATOR(S)**

The Competition Coordinators shall determine, in conjunction with the Executive and at the commencement of their tenures, which of the lower Junior Divisions the Competition Coordinators will administer.

The Coordinators shall:

- (1) Act as liaison between the Executive and the Competitions Committee;
- (2) Act as Convener of the Competition Committees and report to the Executive on any matters pertaining to match play;
- (3) Organise the grading of all senior and junior competitions;
- (4) Liaise with the other Competition Co-ordinators;
- (5) Attend meetings of the Executive;
- (6) Carry out such other duties as the Executive may direct;
- (7) Maintain contact with Competitions Committee throughout the season;
- (8) Prepare reports for Executive meetings;
- (9) Liaise with the Association Development Officer; and
- (10) Keep necessary files and relevant records.

#### **1.3.4 TREASURER**

The Treasurer shall oversee the financial affairs of the Association and ensure they are legal, constitutional and within accepted accounting practice.

### **1.3.5 TWO (2) OTHER CURRENT CLUB MEMBERS**

The Club Members shall:

- (1) Not hold more than one (1) position on the Executive;
- (2) No more than two (2) representatives from any club shall be appointed to the Executive;
- (3) Bring points of concerns of clubs to the Executive.

## **2.0 COMMITTEES**

### **2.1 SENIOR COMPETITION**

#### **2.1.1 Composition:**

Senior and Junior Competitions Coordinators, and four (4) other elected members.

#### **2.1.2 Duties:**

- (1) Organise suitable dates and times for grading of teams.
- (2) Carry out such other duties as the Executive may direct.

### **2.2 JUNIOR COMPETITION**

#### **2.2.1 Composition**

Senior and Junior Competitions Coordinators and four (4) other elected members.

#### **2.2.2 Duties:**

- (1) Organise suitable dates and times for grading of teams.
- (2) Carry out such other duties as the Executive may direct.

### **2.3 UMPIRING COMMITTEE**

#### **2.3.1 Composition**

Association Umpiring Development Officer, Assistant Association Umpiring Development Officer plus one (1) elected member.

#### **2.3.2 Duties:**

- (1) Formulate, supervise, monitor and evaluate Association umpiring programs;
- (2) Promote the National Umpiring Accreditation Scheme;
- (3) Assist Netball WA umpiring personnel to promote umpiring programs within the Association at all levels of performance;
- (4) Assist with practical coaching and assessment of umpires within the Association;
- (5) Act as an Advisory Panel for umpires within the Association;
- (6) Carry out such other duties as the Executive may direct.

### **2.4 COACHING COMMITTEE**

#### **2.4.1 Composition:**

Association Development Officer, Assistant Association Development Officer plus four (4) other elected members

#### **2.4.2 Duties:**

- (1) Formulate, supervise, monitor and evaluate Association coaching programs at all levels;
- (2) Promote the National Coaching Accreditation Scheme;
- (3) Assist Netball WA and the Regional Development Officer coaching personnel to promote coaching programs within the Association at all levels of performance;
- (4) Carry out such other duties as the Executive may direct.

## **2.5 ASSOCIATION TEAMS COMMITTEE**

### **2.5.1 Composition:**

Association Development Officer, Assistant Association Development Officer

### **2.5.2 Duties:**

- (1) Liaise with the Assistant Association Development Officer in setting of dates for player registration for trials for Association Talent Identification;
- (2) Liaise with Uniform Coordinator for uniform distribution and return;
- (3) To be available to assist with administrative duties collecting of monies – to be handed to Administrator for banking;
- (4) Responsible for the control of the Association Teams property and equipment;
- (5) Carry out such other duties as the Executive may direct.

## **2.6 PERMIT AND PROTESTS COMMITTEE**

### **2.6.1 Composition:**

The Permit and Protests Committee shall consist of 3 members drawn from the PNA Executive.

- (1) The relevant Competition Coordinator will act as convener. Should they have a conflict of interest, the other Competition Coordinator will substitute or as nominated by the executive.
- (2) Membership may vary between incidents but must be nominated on the incident form within 24 hours of receiving the complaint.
- (3) Membership should be consistent with the type of complaint received.
- (4) No member shall be associated with a club that has an active role in the complaint.

### **2.6.2 Duties:**

- (1) Be responsible to the Executive through the Convener.
- (2) Deal with applications for permit to “pass down”, complaints received in accordance with the Complaints Management process as defined by the Executive and published in the Competition Handbook.
- (3) Deal with requests from players wishing to transfer from disbanded clubs.

**2.6.3** A committee member involved in any application or protest shall not sit in judgement and shall be replaced by an independent person nominated by the Executive.

## **2.7 APPEALS COMMITTEE**

### **2.7.1 Composition**

The Appeals Committee shall be made up of three (3) members from the PNA Executive. The members must not have been involved in the matter being appealed or have a conflict of interest in any other way to the matter.

**2.7.2 Duties**

- (1) Be responsible to the Executive through the Convener.
- (2) Review the matter before them as per the Complaint Management Overarching Principles set by the Executive.

**2.8 UNIFORM REGISTRAR (NON-EXECUTIVE MEMBER)**

**2.8.1** The Uniform Registrar shall be appointed by the Executive and shall:

- (1) Maintain an up-to-date register of club colours and uniform design.
- (2) Receive requests from clubs for approval of new colours and uniform designs.
- (3) PNA reserves the right to request any Team or Player alter any part of their uniform if deemed inappropriate by a designated Official of the Association.

**2.9 UNIFORM CO-ORDINATOR (NON-EXECUTIVE MEMBER)**

The Uniform Co-ordinator shall:

- (1) Be responsible for maintenance, distribution and return of all uniforms for Association teams.
- (2) Order where necessary additional uniforms.
- (3) Carry out such other duties as the Executive may direct.

**3.0 EMPLOYEES OF THE ASSOCIATION**

**3.1** Applications in writing for positions as employees of the Association shall be called for and received by the Executive when required.

**3.2** Duties and conditions of employment shall be as defined by the Executive.

**3.3** Employees of the Association shall not be eligible to hold a position on the Executive.

**4.0 RESIGNATIONS**

**4.1** Resignations shall be submitted in writing to the Executive. Should any elected or appointed member resign before the expiry of the term of office the Executive may:

**4.1.1** Appoint a substitute who shall hold office until the term of office expires.

**4.1.2** Appoint a substitute for any subsequent vacancy.

**5.0 LIFE MEMBERSHIP**

**5.1** Any member may submit a written nomination to the Executive for consideration for the Life Membership Award provided that such nominee shall have made an outstanding contribution to Netball within the Perth Netball Association (Inc).

**5.2** The Executive shall recommend names to the Annual General Meeting for approval.

## 6.0 MEETINGS

### 6.1 Chairperson

The President shall preside at all meetings of the Association and Executive. In the absence of the President, one (1) Vice-President shall preside. In the absence of the above the meeting shall be chaired by an Executive Member as defined by the order of Clause 13.1 of the Constitution.

### 6.2 The business of the Annual General Meeting shall be:

President's Address

Apologies

Confirmation of Minutes of previous Annual General Meeting

Adoption of Annual Report

Adoption of Audited Balance Sheet and Statement of Income and Expenditure

Notices of Motion for Alteration, Repeal or Addition to the Constitution and By-Laws

Recommendations from the Executive

Election of Office Bearers, Executive Members and Committees

#### Office Bearers:

President

Two (2) Vice-Presidents

#### Executive Members:

Competitions Coordinator

Assistant Competitions Coordinator

Treasurer

Two (2) other Club Members

#### Committees:

Senior Competitions Committee

Junior Competitions Committee

Senior Development Umpiring Committee

Junior Development Umpiring Committee

Senior Development Coaching Committee

Junior Development Coaching Committee

Association Teams Committee

Permit and Protest Committee

Appeals Committee

Appointment of Life Members

Confirmation of Appointments of:

Patron (s)

Solicitor

Auditor

General Business

Closure

**6.3** The business of Executive Meetings shall be:

Opening of Meeting  
Apologies for non-attendance  
Confirmation of Minutes of Previous Meeting  
Business Arising from Minutes  
Correspondence  
Financial Report  
Accounts for Payment  
Reports  
General Business  
Date of next meeting  
Closure

**7.0 AFFILIATION**

**7.1** Each member or club participating in competitions organised by the Association must be affiliated with Perth Lions Netball Region and Netball WA with the necessary affiliation fees paid in full to the Association by a date stipulated.

**7.2** The Executive shall have the right to refuse any application for affiliation.

**7.3** Membership Rights

**7.3.1** Clubs shall be entitled to:

- (1) Refer any matters to the Executive for advice and decision.
- (2) Participate in appropriate Intra-Association and Inter-Association competitions.
- (3) Request assistance with coaching and umpiring matters.
- (4) Attend coaching and umpiring programs conducted by the Association.
- (5) Nominate players to stand for selection in Association, State or Western Australian Representative Teams.
- (6) Submit to Executive by a date stipulated proposed alterations to the Constitution and By-Laws or the Competition Handbook of the Association

**7.3.2** Membership rights may be suspended or revoked by the Association at any time with due cause as decided by the Executive.

**7.3.3** Members are expected to abide by the Association Codes of Behaviour at all times.

**7.3.4** The Association shall not be responsible for any expenses of members selected as:

- (1) Members of an Association, State, Western Australian Representative or Australian team
- (2) Candidates nominated for testing for All Australia Umpires Award.

**7.4** Other Membership

**7.4.1** Members of the Association not included in Clause 7.3 shall be entitled to:

- (1) Refer any matters pertaining to netball within the Association to the Executive for advice or decision.
- (2) Attend programs conducted by the Association.

- (3) Participate in other benefits or membership as detailed in the Competition Handbook of the Association.

## **8.0 ELIGIBILITY FOR COMPETITIONS**

### **8.1 Senior**

The Senior Competition is intended for players above school age. Participants must be a minimum of fifteen years as at 31<sup>st</sup> December of that playing year. Refer to the Competition Handbook for further eligibility criteria.

### **8.2 Junior Years 9-12**

Players shall be in school years 9-12 (or equivalent) in order to play in the Junior Years 9-12 competition on a regular basis. Refer to the Competition Handbook for further eligibility criteria.

### **8.3 Junior Years 7-8**

Players must be a minimum of school year 6 or equivalent of that playing year in order to play in the Junior Years 7-8 Competition. Refer to the Competition Handbook for further eligibility criteria.

### **8.4 Junior Years 5-6**

Players must be a minimum of school year 4, 5 or year 6 or equivalent of that playing year in order to play in the Junior Years 5 and 6 competition. Refer to the Competition Handbook for further eligibility criteria.

### **8.5 Junior Years 3-4: Match Play:**

The Executive shall determine the grades/age for entry into the competition. Refer to the Competition Handbook for further information and modified rules.

### **8.6 The Executive shall from time to time organise and conduct such other competitions as may be deemed necessary**

## **9.0 FEES**

### **9.1 Members shall pay fees as and when stipulated by the Executive. No refund shall be made after a date stipulated.**

### **9.2 In the event of any club failing to pay the necessary fees at the discretion of the Executive the club concerned shall be advised that should the club not be financial by a date then stipulated that club shall:**

**9.2.1** incur a 10% surcharge on the amount owing.

**9.2.2** not score points in any game played by the club until such time that the amount owing is paid.

## **10.0 REGULATIONS GOVERNING MATCH PLAY**

### **10.1 Regulations governing match play shall be as defined in the Competition Handbook of the Association. These regulations shall be as determined by the Executive.**

### **10.2 Notification of changes to such regulations shall be advised in the affiliation forms and at the General Club Meeting prior to season start.**



## **11.0 ASSOCIATION TEAMS**

Association teams and officials shall be selected as required to participate in organised competitions on behalf of the Association.

### **11.1 Players**

**11.1.1** Association teams shall consist of registered members of the Association. The number of players shall be determined by the Executive. Players in any Junior Association team shall be under the age specified during the calendar year of the competition.

**11.1.2** Selection may be determined from trials. The Selectors may nominate a Captain and Vice Captain of any team selected.

### **11.2 Officials**

The Executive shall appoint the officials for any Association team. Applications for such positions shall be called for in such a manner and at such times as the Executive may determine.

### **11.3 Selection Committee**

**11.3.1** The Selection Committee for Association teams shall consist of the Association Development Officer, Assistant Association Development Officer, the Coach of the team to be selected and one (1) other selector appointed by the Executive.

**11.3.2** No more than one member from any one club to be on the Selection Committee.

### **11.4 Player Obligations**

Selected players shall carry out all training set by the Coach and may be subject to replacement for failure to comply with instructions given by the Coach or any other official or for any other reason which the Executive may decide is in the best interest of the player or the team.

### **11.5 Match Play Selection**

The players to participate in any specific match shall be selected by the Coach. If the Coach desires the Captain and Vice Captain may be co-opted to form a panel.

### **11.6 Property**

The Association may purchase and retain any property, equipment and uniforms considered necessary by the Executive.

## **12.0 STANDING ORDERS**

### **12.1 The Chairperson shall:**

**12.1.1** Ensure that a quorum is present at all times

**12.1.2** Conduct the meeting in accordance with the rules

**12.1.3** Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.

**12.1.4** Terminate any discussion which is not at that time relevant to the business before the meeting.

**12.1.5** Decide who is entitled to the floor when two or more speakers rise to speak at the same time.

**12.1.6** If desired request the proposer of a motion or amendment to submit it in writing.

### **12.2 Conduct of Speakers**

- 12.2.1** All remarks shall be addressed to the Chairperson and any question to another person shall be put through the Chairperson.
- 12.2.2** 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 Chairperson.
- 12.2.3** On any person raising 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.

**12.3** Chairperson's ruling

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 the motion and the Chairperson explains why the ruling was given.

The Chairperson shall take the vote.

**12.4** Motions

- 12.4.1** A motion shall be seconded before it is debated and shall not then be withdrawn without the consent of the seconder and the unanimous consent of the meeting.
- 12.4.2** No speaker shall speak more than once to any motion or amendment except in personal explanation unless they are the mover of the original motion exercising the right of reply.
- 12.4.3** No more than two (2) speakers shall follow successively on the 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

**12.5** Amendments

- 12.5.1** 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.
- 12.5.2** 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.
- 12.5.3** The mover and the seconder of the motion under discussion are not entitled to move or second an amendment to it.
- 12.5.4** 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 may accept it and may seek leave to alter the motion accordingly.
- 12.5.5** An amendment which is a direct negative o the motion shall not be allowed.
- 12.5.6** The Constitution can be amended only by a resolution advised with Constitution Clause 23.0 but this shall not preclude further amendments to such resolution from the floor of the meeting.

**12.6** Rescinding Resolutions

Upon evidence of a mistake in the facts that have been presented to the meeting or upon receipt of further information a resolution may be rescinded provided that all persons who voted on the

motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

**12.7** Closure

Any person may at any time “move that the question be not 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 prevent the mover of the original motion exercising the right of reply.

**12.8** Voting

**12.8.1** Voting shall be voice or by show of hands except where a ballot is specified in Constitution Clause 16.4

**12.8.2** In the event of voting being equal the question shall be declared on the vote of the President.