

**By-Laws**

**of**

**West Coasters Netball Club Kingsway Inc.**

**2020**

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## **1**      The Executive Committee

### **1.1**      Nominations

- 1.1.1      Nomination forms for Committee members shall be emailed/posted with the Annual General Meeting documents
- 1.1.2      The prior consent of any nominee shall be necessary. All nominees must be minimum age of eighteen (18) years.
- 1.1.3      Nominations for all Executive Committee positions shall be received by the Secretary at least two (2) days prior to the Annual General Meeting.

### **1.2**      Elections

- 1.2.1      Should insufficient nominations be received prior to the Annual General Meeting nominations for the vacant positions shall be taken from the floor. If this still results in insufficient nominations to fill all Executive Committee positions the elected Executive Committee has the right to co-opt and bring to the next Executive Committee meeting names of nominees to be voted on by those elected members.
- 1.2.2      Members of the Executive Committee 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**      Management

### **2.1**      Management of the Club

- 2.1.1      Management of the Club shall be vested in the Executive Committee, elected or appointed and consist of:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Uniform Coordinator
  - f) Umpire Coordinator
  - g) Equipment Coordinator
  - h) Coaching and Development Coordinator
  - i) Marketing and Communications Coordinator
  - j) Events and Sponsorship Co-ordinator
  - k) Website Administrator
  - l) General Committee Member (2 persons)

### **3**      Committees

#### **3.1**      Nominations

3.1.1      The Executive Committee shall have power to appoint special standing and ad-hoc committees as required and delegate to such committees such powers as it may deem necessary. These committees shall be hereafter referred to as Sub-Committees

3.1.2      The prior consent of any nominee shall be necessary.

#### **3.2**      Elections

3.2.1      The convenor of each sub-committee shall be appointed by the Executive Committee at the first Executive Committee meeting.

3.2.2      Reports to be produced by all convenors for presentation at Executive Committee Meetings.

#### **3.3**      Sub-Committees

3.3.1      The responsibilities of the Club's Sub-Committees shall be as determined by the Executive Committee from time to time.

### **4**      Voting Powers

#### **4.1**      At Executive Committee Meetings

4.1.1      The President shall be entitled to a deliberative as well as a casting vote.

4.1.2      Each member present shall have one (1) vote.

4.1.3      An Executive Committee member having any direct or indirect pecuniary interest or other conflict of interest in the subject shall declare such interest and shall not be permitted to vote.

#### **4.2**      At Sub-Committee Meetings

4.2.1      Each member present shall have one (1) vote.

4.2.2      The President shall be an ex-officio member of all sub-committees but shall not, unless specifically elected or appointed as a member of a committee, be entitled to vote.

4.2.3      A committee member having any direct or indirect pecuniary interest or other conflict of interest in the subject shall declare such interest and shall not be permitted to vote.

### **5**      Resignations

#### **5.1**      Dealing with Resignations

5.1.1      Resignations shall be submitted to the Executive Committee in writing. Should any elected or appointed members resign before the expiry of their term of office, the Executive Committee shall:

- a) Appoint or elect a substitute, as stated in the Constitution **15.2.1 and 15.2.2**, who shall hold office until the term of the office expires
- b) Appoint a substitute for any subsequent vacancy.

## **6** Duties

### **6.1** President

6.1.1 The President shall preside at meetings of the Club and the Executive Committee and represent the Club whenever possible, or delegate such duties to other members. Other duties as per Duty Statement (if any).

### **6.2** Vice President

6.2.1 The Vice President shall, in the absence of the President, preside at meetings of the Club and the Executive Committee. Other duties as per Duty Statement (if any).

### **6.3** Secretary

6.3.1 The Secretary shall

- a) Attend and record minutes of all Executive Committee, and Special, and Annual General Meetings.
- b) Ensure that minutes are kept of other meetings if required, either by attending and recording minutes, or by delegating to others.
- c) Attend to all correspondence received by the Club.
- d) Carry out other duties as directed by the Executive Committee.

### **6.4** Other Positions

6.4.1 Summaries of duties for other positions, on the Executive Committee or sub-committees, are described in:

- a) Club Policies and Procedures, and/or
- b) Nomination forms for Executive Committee positions

## **7** Trials and Grading

### **7.1** Trial Convenor

7.1.1 The Executive Committee shall appoint a Trial Convenor each season.

7.1.2 The Trial Convenor is responsible for the smooth running of the trial and grading process, including appointment of selectors and helpers, ensuring selectors and helpers have a clear understanding of the requirements of their roles, and ensuring selection feedback is captured.

7.1.3 Decisions on team placements shall be made with the consultation of the Trial Sub-Committee and reported to the Executive Committee as soon as practicable.

7.1.4 Further details of the responsibilities and duties of the Trial Convenor are detailed within Club Policies and Procedures.

### **7.2** Trial Sub-Committee

7.2.1 The Executive Committee shall appoint at least two (2) individuals to join the Trial Convenor to form the Trial Sub-Committee each season.

7.2.2 The Trial Sub-Committee members are responsible to assist the Trial Convenor in the smooth running of the Trials and Grading process.

7.2.3 Members of the Trial Sub-Committee must be impartial, therefore they cannot participate in the decision making for any age group that they are a parent (or family member) of a trialling

athlete, or be a trialling athlete themselves. Enough suitable members shall be appointed so that there are three (3) sub-committee members (including the convenor) for each age group.

7.2.4 Further details of the responsibilities and duties of the Trial Sub-Committee are detailed within Club Policies and Procedures.

## **8** Meetings

### **8.1** Chairperson

8.1.1 The President shall preside at all meetings of the Club and the Executive Committee. In the absence of the President, the Vice President Shall Preside.

8.1.2 In the absence of the President and Vice President the meeting shall be opened by the Secretary. The Secretary shall then call for nominations for a Chairperson. Upon election, the Chairperson shall take the chair and continue with the meeting.

### **8.2** Executive Committee Meetings

8.2.1 The Executive Committee shall meet monthly or as may be deemed advisable for the efficient working of the Club.

8.2.2 The agenda of the Executive Committee Meetings shall be:

- 1) Opening of Meeting
- 2) Apologies for non-attendance
- 3) Confirmation of Minutes of previous meeting
- 4) Business Arising from the Minutes
- 5) Correspondence
- 6) Adoption of Financial Statements
- 7) Accounts for Payment
- 8) Reports of Sub-Committees (if any)
- 9) Reports of Executive Committee Members
- 10) General Business
- 11) Date of next meeting
- 12) Closure

8.2.3 A meeting of the Executive Committee shall be called:

- a) At the direction of the President or in their absence the Vice President, or
- b) On the written request of two (2) members of the Executive Committee, or
- c) At the request of the Secretary, with the approval of the President and Vice President.

8.2.4 The President shall give the Executive Committee members at least seven (7) days written notice of the date of any Executive Committee meeting except in unforeseen circumstances

when it is impossible to give the time stated. The notice shall specify the general nature of the business to be dealt with.

- 8.2.5 The quorum at Executive Committee meetings shall be simple majority of members.
- 8.2.6 Any member absent from two (2) consecutive Executive Committee meetings without reasonable cause given to the Executive Committee shall be replaced, the replacement to be decided by the Executive Committee.
- 8.2.7 No proxy representatives shall be allowed for Executive Committee meetings.
- 8.2.8 Members of the Club are entitled to attend Executive Committee meetings. Notification of intent to attend must be given to the Secretary. Executive Committee members shall be notified of such attendance prior to the meeting.

### **8.3** Sub-Committee Meetings

- 8.3.1 Each sub-committee shall meet as often as is required for the efficient working of the sub-committee.
- 8.3.2 The Convenor of the sub-committee shall preside at meetings of the sub-committee.
- 8.3.3 The quorum at sub-committee meetings shall be a simple majority of members.
- 8.3.4 No proxy representatives shall be allowed for sub-committee meetings

## **9** Standing Orders

### **9.1** The Chairperson

- 9.1.1 The Chairperson shall:
  - a) Make sure that a quorum is present at all times.
  - b) Conduct the meeting in accordance with the rules.
  - c) Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put to the meeting,
  - d) Terminate any discussion, which is not, at that time relevant to the business before the meeting.
  - e) Decide who is entitled to speak when two or more speakers wish to speak at the same time.
  - f) If desired, request that the proposer of a motion or amendment submit it in writing.

## **9.2**      Conduct of Speakers

- 9.2.1      All remarks shall be addressed to the Chairperson and any question to another person shall be put through the Chairperson.
- 9.2.2      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.
- 9.2.3      On any person rising to raise 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 then on.

## **9.3**      Chairperson's Ruling

- 9.3.1      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.
- 9.3.2      The mover may speak briefly in support of his/her motion and the Chairperson explains why his/her ruling was given. The Chairperson takes the vote.

## **9.4**      Motions

- 9.4.1      A motion shall be seconded before it is debated and shall not be withdrawn without the consent of the seconder and unanimous consent of the meeting.
- 9.4.2      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.
- 9.4.3      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.

## **9.5**      Amendments

- 9.5.1      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 an amendment has no right of reply.
- 9.5.2      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.
- 9.5.3      The mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.
- 9.5.4      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.
- 9.5.5      An amendment, which is a direct negative of the motion, shall not be allowed.
- 9.5.6      The Constitution can be amended only by a resolution advised in accordance with Constitution **Clause 24**, but this shall not preclude further amendments to such resolutions from the floor of the meeting.

## **9.6**      Rescinding Resolutions

- 9.6.1      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.



9.6.2 A resolution may be rescinded on notice of motion at a subsequent meeting.

## **9.7** Closure

9.7.1 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 prevent the mover of the original motion exercising the right of reply.

## **9.8** Voting

9.8.1 Voting shall be by voice or show of hands except where a ballot is specified in the Constitution **Clause 17.2**.

9.8.2 In the event of voting being equal, the question shall be declared on the vote of the President who would then vote to preserve the status quo i.e. the existing condition.

## **10** Suspension of Standing Orders

### **10.1** Suspension of Standing Orders

10.1.1 Standing orders may be suspended:

- a) At the request and/or motion of a committee member through the chair.
- b) To enable Guest Speaker/s to address the committee prior to normal business

### **10.2** Guest Speakers

10.2.1 Prior notification of Guest Speaker/s must be given to all committee members.