

# St Anthony's Glenhuntly Netball Club Incorporated RULES

1. The name of the proposed Incorporated Club is ST ANTHONY'S GLENHUNTLY NETBALL CLUB INCORPORATED.

2. (1) In these Rules, unless contrary intention appears:  
"Committee" means the Committee of Management of the Club.  
"Financial Year" means the year ending on 30<sup>th</sup> May.  
"General Meeting" means a General Meeting of members convened in accordance with Rule 12.  
"Member" means (i) a player; (ii) a person elected to the Committee of Management; (iii) a coach.  
"Officer of the Club" means a member of the Committee of Management who has been elected to office in accordance with Rule 10.  
"The Act" means the **Associations Incorporation Act 1981**.  
"The Regulations" means Regulations under the Act.

(2) In these Rules, a reference to the Secretary of a Club is a reference:  
(a) where a person holds office under these Rules as Secretary of the club - to that person;  
and  
(b) in any other case, to the Public Office of the Club

3. **MEMBERSHIP FEES:**

Membership Fees are set by the Committee prior to each Netball Season commencing and are paid at Club Registration Day/Night, either by cheque or cash.

Membership Fees do not cover V.N.A.

Membership Fees are paid by all players of the Club to cover costs of the Association court fees, Umpires, Club trophies and team equipment.

Membership fees do not cover final games. These are paid for by the players of each team that is participating, and is collected by the Team's Team Manager on the day of each final played.

There are no entrance fees.

4. **VNA REGISTRATION:**

All players playing in teams organised by the Club must purchase a valid Victorian Netball Association (VNA) Registration Card, at the beginning of each calendar year, before they are permitted on court.

Players that join St Anthony's Netball Club after the commencement of the Winter Season or at the start of the Summer Season must also purchase this VNA Registration Card before they are permitted on court.

**NB:** Cards are purchased by St Anthony's Netball Club, on behalf of the players, at the beginning of each calendar year after Club Registration Day/Night and after this date any new player/s need to purchase their VNA Card from the Court Supervisors Office at the Netball courts themselves.

5. **TEAM & PLAYER REGISTRATION:**

Registration Form to be filled in with name, address, phone number, date of birth (juniors only) and VNA number (if known).

Players must be turning 8 years of age within their first season of Netball, to eligible to play with St Anthony's Netball Club.

**NO TEAM to have more than 9 players**, with the exception of Under 11's.

Try to keep players in teams and sections according to their age, where possible.

Copy of Code of Behaviour to be given out to all members.

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6. **UNIFORM:**

The St Anthony's Netball Club uniform is:

Girls	-	maroon netball skirt and white t-shirt dark sports briefs white socks rubber soled or netball shoes
Boys	-	maroon shorts and white t-shirt white socks rubber soled or netball shoes

Players must be in correct team uniform by round 3.

7. **REGISTER OF MEMBERS:**

The Secretary must keep and maintain a register of members containing:

- (i) the name, address, phone number, date-of-birth and VNA number
- (ii) the month and year on which each member's name was entered in the register

The register is available for inspection by members at the address of the Public Officer.

8. **DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS:**

Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the committee may be resolution-

- (i) suspend that member from membership of the Club for a specified period; or
- (ii) expel that member from the Club.

A resolution of the committee under sub-rule (1) does not take effect unless-

- (i) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
- (ii) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.

A member of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice-

- (i) setting out the resolution of the committee and the grounds on which it is based; and
- (ii) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- (iii) stating the date, place and time of that meeting; and
- (iv) informing the member that he or she may do one or both of the following-
  - (i) attending that meeting;
  - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
- (v) informing the member that, if at that meeting, the committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that her or she wishes to appeal to the Club in general meeting against the resolution.

At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must-

- (i) give the member, or his or her representative, an opportunity to be heard; and
- (ii) give due consideration to any written statement submitted by the member; and
- (iii) determine by resolution whether to confirm or to revoke the resolution.

If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wished to appeal to the Club in general meeting against the resolution.

If the Secretary received a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.

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At a general meeting of the Club convened under sub-rule (7)-

- (i) no business other than the question of the appeal may be conducted; and
- (ii) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (iii) the member, or his or her representative, must be given an opportunity to be heard; and
- (iv) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

#### 9. **DISPUTES AND MEDIATION:**

The grievance procedure set out in the rule applies to disputes under these Rules between-

- (i) a member and another member; or
- (ii) a member and the Club

The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

The mediator must be-

- (i) a person chosen by agreement between the parties; or
- (ii) in the absence of agreement-
  - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club; or
  - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Victorian Department of Justice.

A member of the Club can be a mediator.

The mediator cannot be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must-

- (i) give the parties to the mediation process every opportunity to be heard; and
- (ii) allow due consideration by all parties of any written statement submitted by any party; and
- (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

#### 10. **ANNUAL GENERAL MEETINGS:**

An Annual General Meeting (AGM) to be held by St Anthony's Netball Club each year to elect all Officials of the Club. The Financial Year will be from 1<sup>st</sup> June to 30<sup>th</sup> May

The committee may determine the date, time and place of the Annual General Meeting of the Club.

The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.

The ordinary business of the Annual General Meeting shall be:

- (i) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting;
- (ii) to receive from the committee reports upon the transactions of the Club during the last preceding financial year;
- (iii) to elect Officers of the Club

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The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

The Secretary of the Club, at least 21 days before the date fixed for holding the Annual General Meeting of the Club, must notify all members of the Club of the place, date and time of the Annual General Meeting and the nature of the business to be conducted at the meeting.

Notice to be given to all members of the Annual General Meeting at either training or on match day.

A member intending to bring any business before an Annual General Meeting must notify in writing, the Secretary of that business.

11. **SPECIAL GENERAL MEETINGS:**

A Special General Meeting shall be convened:

- (a) upon direction of the Committee or
- (b) in writing, representing not less than 5 per cent of the total number of members and stating reason or reasons for call the meeting

A Special General Meeting shall be held not more than one month after receipt by the Secretary of a request referred to in paragraph (a) and (b).

Written notice must be given to members, at least 21 days before any special meeting, specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

A question arising at a Special General Meeting of the Club shall be determined on a show of hands. The President shall on a show of hands declare that a resolution has been carried or lost and an entry to that effect shall be noted in the Minutes of the meeting.

Upon any question arising at a Special General Meeting of the Club a member has only one vote.

In the case of the voting being tied, the President is entitled to exercise a second or casting vote.

12. **QUORUM AND PROXIES AT GENERAL MEETINGS:**

Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

If within half an hour after the appointment time for the commencement of a general meeting, a quorum is not present-

- (i) in the case of a meeting convened upon the request of members - the meeting must be dissolved; and
- (ii) in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

The notice appointing the proxy must be-

- (i) for a meeting of the Club convened under rule 8(7), in the form set out in Appendix 2; or
- (ii) in any other case, in the form set out in Appendix 3.

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13. **COMMITTEE OF MANAGEMENT:**

PRESIDENT  
SECRETARY  
TREASURER  
REGISTRATION SECRETARY x 2  
C&DNA REPRESENTATIVE  
C&DNA MATCH COMMITTEE REPRESENTATIVE  
PURCHASING OFFICER  
CANTEEN ROSTER  
PUBLIC OFFICER

Each official of the Club shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

All teams to have a COACH and TEAM MANAGER.

14. **ELECTION OF OFFICIALS:**

Nominations of candidates for election of Officers of the Club must be:

- (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination);
- (b) delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the Annual General Meeting.

If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

The ballot for the election of Officers of the Committee must be conducted at the Annual General Meeting in such manner as the committee may direct.

The office of an Officer of the Club becomes vacant if the officer or member:

- (a) ceases to be member of the Club
- (b) resigns from office by notice in writing given to the Secretary.

In the event of a casual vacancy in any of the official positions, the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

The Club in General Meeting may by resolution remove any member of the committee before the expiration of their term of office and appoint another member in their stead to hold office until the expiration of the term of the first mentioned member.

15. **COMMITTEE MEETINGS:**

At meetings of the committee:

- (a) the President presides; or
- (b) if the President is absent or unable to preside, the members present must choose one of their number to preside.

The committee meetings to be held every two months (February, April, June, August, October and December) of each year at such place and such times as the committee may determine.

Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

No business may be conducted unless a quorum is present.

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If within half an hour of the time appointed for the meeting a quorum is not present:

- (i) in the case of a special meeting - the meeting lapses;
- (ii) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.

The Secretary of the club must keep minutes of the resolutions and proceedings of each General Meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

16. **CLUB FUNDS:**

The Treasurer of the Club must:

- (a) receives all monies due to the Club and make all payments authorised by the Club; and
- (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

All cheques and bank account withdrawals must be signed by two of either the President, Treasurer and a third designated committee member as appointed by the committee.

The funds of the Club shall be derived from club fees and such other sources as the committee determines.

The Accounts of the Club shall be checked prior to the Annual General Meeting by a qualified person.

17. **ALTERATIONS OF STATEMENT OF PURPOSE AND RULES:**

These Rules and Statement of Purposes of the Club shall not be changed in any way except at an Annual General Meeting or a Special General Meeting, where 21 days notice of the Meeting and any changes to be made are given. For the changes to be passed a majority of three fourths of the members present must support the changes.

18. **SEAL:**

The common seal of the Club must be kept in the custody of the Secretary.

The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the Public Officer of the Club.

19. **WINDING UP:**

In the event of the Club winding up or the cancellation of the incorporation of the club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

20. **CUSTODY & INSPECTION OF BOOKS & RECORDS:**

Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.

All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.

A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.