

SOUTH COAST NETBALL ASSOCIATION INC.

CONSTITUTION

AND

BY-LAWS

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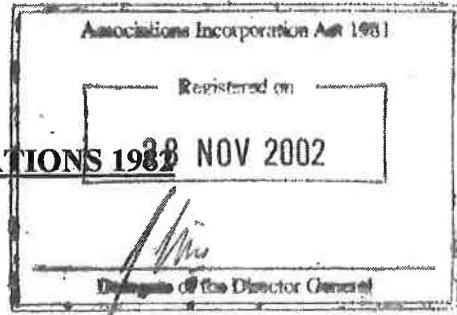
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ASSOCIATIONS INCORPORATION REGULATIONS 1982

SECTION A: CONSTITUTION

1. NAME

The name shall be the South Coast Netball Association Incorporated, referred to hereinafter as the SCNA.

2. INTERPRETATIONS

The following terms shall, wherever used in this Constitution, bear the meaning respectively referred to in the paragraph, unless the same be inconsistent with the context in which they are used:

S.C.N.A.	-	South Coast Netball Association Incorporated
Q.N.A.	-	Queensland Netball Association Incorporated
A.A.N.A.	-	All Australia Netball Association Incorporated
‘the rules’	-	The Rules of South Coast Netball Association Incorporated
‘team’	-	A netball team comprising not fewer than five (5) and not more than twelve (12) playing members;
‘club’	-	A club comprising of one (1) or more teams;
‘amateur’	-	A person satisfying criteria defined by the International Federation of Netball Associations (I.F.N.A.)

Words imputing the feminine gender only include the masculine gender except where this may contravene the provisions of the Constitution/By-Laws of the A.A.N.A.

Words imputing the singular shall also mean and include the plural.

3. OBJECTIVES

The objectives of the SCNA shall be:

- (a) To affiliate with the Q.N.A. and/or such other bodies as S.C.N.A. shall from time to time deem fit;
- (b) To uphold and maintain the Constitution and Rules of the A.A.N.A. and the Q.N.A.
- (c) To uphold and encourage the game of Netball under the auspices of the Q.N.A. and/or within the scope of SCNA’s sphere of influence;

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- (d) To organise and promote competition matches amongst affiliated clubs.;
- (e) To abide by the rules and regulation for the conduct of the game of netball as determined by the AANA.
- (f) To select, control and manage netball teams entered by the SCNA in competitions conducted by associations with which the SCNA has affiliations.;
- (g) To undertake such acts and to do such things as are incidental to or conductive to the attainment of, or furtherance of, these objectives.;

4. HEADQUARTERS

The Headquarters of the SCNA shall be at the Mallawa Drive Sports Complex, Melaleuca Drive, Palm Beach, and/or at such other venue as may be determined by the Management Committee.

5. POWERS

The powers of the SCNA are:

- (a) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the SCNA provided that the SCNA shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income property among its members to an extent at least as great as that imposed on the SCNA under or by virtue of Section 12;
- (b) In furtherance of the objects of the SCNA to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid for the members of the SCNA or persons frequenting the SCNA premises;
- (c) To purchase, take on lease or exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights of privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the SCNA ; provided that in case the SCNA shall take or hold any property which may be subject to any trusts, the SCNA shall only deal with the same in such manner as is allowed by law having regard to such trusts.

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- (d) To enter into any arrangement with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the SCNA; to obtain from any such government or Authority any rights, privileges and concessions which the SCNA may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights privileges and concessions;
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the SCNA.
- (f) To remunerate any person or body corporate for services rendered, and whether by way of brokerage or otherwise in placing or assisting to place guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- (g) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance SCNA's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (h) To invest and deal with money of the SCNA not immediately required in such manner as from time to time be thought fit.
- (i) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (j) In furtherance of the objectives of the SCNA to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any persons or body corporate, and otherwise to assist any person or body corporate;
- (k) To borrow or raise money either alone or jointly with an other person or legal entity in such manner as may be thought proper and whether upon fluctuation advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secure or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.

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- (l) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (m) In furtherance of the objects of the SCNA to sell, improve, manage, develop, exchange, lease, dispose of, turn to account otherwise deal with all or any part of the property and rights of the SCNA.
- (n) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the SCNA's property of whatsoever kind sold by the SCNA, or any money due to the SCNA from purchasers and others;
- (o) To take any gift of property whether subject to any special trust or not, for anyone or more of the objects of the SCNA but subject always to the proviso in sub-rule (4.c);
- (p) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions of funds of the SCNA, in the shape of donations, annual subscriptions or otherwise;
- (q) To print and publish any newspapers, periodicals, books or leaflets that the SCNA may think desirable for the promotion of its objectives;
- (r) In furtherance of the objects of the SCNA to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the SCNA and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the SCNA under or by virtue of Section 12;
- (s) In furtherance of the objects of the SCNA to purchase or otherwise acquire and undertake all or part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the SCNA is authorised to amalgamate;
- (t) In furtherance of the objects of the SCNA to transfer all or any part of the property, assets, liabilities and engagements of the SCNA to any one or more of the incorporated associations with which the SCNA is authorised to amalgamate;
- (u) To make donations for patriotic, charitable or community purpose;
- (v) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

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- (w) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the SCNA;
- (x) To enquire into any matter it thinks fit and may suspend, fine or otherwise deal with any club or team or member deemed guilty of conduct not in the best interest of Netball.

6. **MEMBERSHIP**

6.1 Incorporation

Every applicant for any class of membership of the Association shall be made in writing, signed by the applicant and shall be in such form as the Management Committee from time to time prescribes.

6.2 **Classification of Membership**

- (a) Applicants may be admitted to membership of the SCNA within one (1) of the following categories:
 - (i) Affiliated Club
 - (ii) Affiliated Member
 - (iii) Non Playing Volunteer Member
 - (iv) Life Member

The four categories of members are defined as follows:

- (i) **An Affiliated Club** is a member club comprised of one (1) or more teams participating in the competitions conducted by SCNA. A fee will be charged each financial year, as set down by the Management Committee. There are two classes of Affiliated Club:-
 - (a) Full Member Club – Has one (1) vote at General Meetings and Annual General Meetings. Is only eligible to vote at an Annual General Meeting after 12 months membership of SCNA.
 - (b) Social Member Club – Has no voting powers at any SCNA meetings but is able to attend and speak on issues relating to SCNA.

A fee will be charged for each class of membership, each financial year, as set down by the Management Committee.

- (ii) **An Affiliated Member** is a person who has affiliated with SCNA as an individual.

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- (iii) **Non Playing Volunteer Member** is a non playing member who serves the association in a voluntary capacity.
 - (iv) **A Life Member** is a person who has rendered extraordinary and meritorious service to the SCNA and who has been elected to this category in accordance with the provisions of Section 5.3 (a) and shall be financial with SCNA for life.
- (b) The number of members in each category shall be as follows:
- (i) Affiliated Club - unlimited
 - (ii) Affiliated Member - unlimited
 - (iii) Non Playing Volunteer Member - unlimited
 - (iv) Life Member - unlimited

6.3 Life Membership

- (a) The Management Committee may at its discretion appoint such person as it deem fit to be life members of SCNA.

Such considerations shall only be made upon a written recommendation for life membership of SCNA of any member who has served at least ten (10) years meritorious service to the SCNA. Any leave of absence from such service shall be deducted from the period of ten (10) years.

Any such recommendation for life membership shall be submitted to the Secretary of the SCNA in writing for the consideration of the Management Committee.

- (b) Life membership shall only be given upon the passing of resolution with respect thereto by majority of a least three-fourths of those present at the Management Committee meeting and shall be presented in such form as deemed by the Management Committee.
- (c) Life members shall be entitled to attend at and be a member of and vote on any committee of the SCNA to which they are elected or appointed.
- (d) Life Members of SCNA are exempt from paying all fees.

6.4 Application for Membership

Application for membership in the categories of Affiliated Club, Affiliated Member, Non Playing Volunteer Member and Life Member shall be in writing and shall be in such form as the Management Committee from time to time prescribes.

No member under the age of eighteen (18) years of age, as at the 31st December that year, shall be entitled to hold office on the management committee of the association.

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A member under the age of fourteen (14) years of age may be a member of a sub-committee of the association but may be represented by a parent or guardian at any meeting of the association which they are ineligible to attend.

The period of membership of SCNA shall be for one (1) year unless sooner terminated by cancellation, withdrawal or expulsion and shall be renewable prior to the commencement of fixtures each year.

6.5 Membership Fees

- (a) The membership fees for each class of membership shall be such sum as the members shall from time to time at any Management Committee Meeting so determine.
- (b) The membership fees for each class of membership shall be payable at such time, and in such manner as the Management Committee shall from time to time determine.

6.6 Admission and Rejection of Members

- (a) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of applicant;
- (b) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for;
- (c) Upon the acceptance or rejection of an application for any class membership the Secretary shall forthwith give the applicant advice of such acceptance or rejection. Should an application be rejected notice will be given to the applicant in writing.

6.7 Termination of Membership

- (a) A member may resign from the SCNA at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

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(b) If a member:

- (i) is convicted of an indictable offence;
or
 - (ii) fails to comply with any of the provisions of these rules;
or
 - (iii) has membership fees in arrears for a period of two (2) months or more;
or
 - (iv) conducts themselves in manner considered to be injurious or prejudicial to the character or interests of the SCNA. The Management Committee shall consider whether their membership shall be terminated.
- (c) The member concerned shall be given full and fair opportunity of presenting their case and if the Management Committee resolves to terminate their membership it shall instruct the Secretary to advise the member in writing accordingly.

6.8 Appeal against Rejection or Termination of Membership

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one (1) month of receiving written notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the Management Committee.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, with one (1) month of the date of receipt of such notice, a General Meeting of the Appeals Committee to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (c) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.
- (d) There is no right of appeal against a members rejection or termination of Membership under this clause 5.8(b).

6.9 Register of Members

- (a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all person admitted to membership of the SCNA and the dates of this admissions.

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- (b) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any may require from time to time.
- (c) The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary in writing for such inspection.

7. GOVERNMENT

7.1 Office Bearers

The Office Bearers of the SCNA shall comprise of the following:

President; Vice President; Secretary; Finance Officer; Representative Liaison Officer; Fixtures Convenor; Umpires Convenor; Coaching Convenor; Promotions Officer.

7.2 Executive Committee

The Executive Committee of the SCNA shall comprise of the President, Vice President, Secretary and Finance Officer.

7.3 Management Committee

The Management Committee shall comprise of all the Office Bearers of the SCNA.

7.3.1 Election to Membership

At the Annual General Meeting of the SCNA, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

The election of officers shall take place in the following manner:

- (a) Any two (2) members of the SCNA shall be at liberty to nominate any other member to serve as an Office Bearer of the SCNA.
- (b) The nomination, which shall be in writing and signed by the member and the proposer and seconder, shall be lodged with the Secretary in a sealed envelope at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
- (c) All nominations must remain in their sealed envelope in the custody of the Secretary until such time as they tabled at a Special Management Committee Meeting for ratification.

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- (d) A list of the candidates' names in alphabetical order, the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the SCNA for at least seven (7) days immediately preceding the Annual General Meeting.
- (e) Balloting lists shall be prepared containing the names of the candidates in alphabetical order, and each member eligible to vote at the Annual General meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (f)
 - (i) When only one (1) nomination for a position is received, an election by yes/no ballot voting shall take place.
 - (ii) If there shall be more than the required number of candidates nominated for any position, an election by preferential voting shall take place.
 - (iii) If there has not been sufficient candidates received for a position, voting will take place on the nominations already received, by the way of yes/no ballot voting (if only one (1) nomination) or by the way of preferential voting (if more than one (1) nomination has been received). Nominations are then called for from the floor. All nominations taken from the floor must have a proposer and a seconder. Voting will then take place, method of voting to be determined by the number of nominations received from the floor.
- (g) Each club shall submit in writing to the Secretary fourteen (14) days prior to the Annual General Meeting, the names of up to two (2) from their club to be appointed to the Management Committee for announcement at the Annual General Meeting.

7.3.2 Resignation and/or Removal of Member/s

Any member of the Management Committee may resign from membership of the committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a Management Committee meeting of the SCNA where that member shall be given the opportunity to fully present their case. The member has the right to appeal in accordance with Rule 5.8.

7.3.3 Vacancies

- (a) The Management Committee shall have power at any time to appoint any member of the SCNA to fill any vacancy of the Office Bearers of the Management Committee/ Selection Sub-Committee until the next Annual General Meeting.

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- (b) Any Management Committee member vacancies must be replaced by the club from which the position becomes available. The club is required to either nominate another member for the position or leave the position vacant. The club must notify the Management Committee in writing of the replacement Management Committee Member or their intent to leave the position vacant.
- (c) The continuing members of the Management Committee may act notwithstanding any vacancy in the Management Committee, but if and so long as their pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number of summoning a Special Management Committee Meeting.

7.3.4 Functions

Except as otherwise provided in these Rules and subject to resolution of the members of the SCNA carried at any Management Meeting, the SCNA Management Committee shall:

- (a) Have the general control and management of the administration of the affairs, property and funds of the Association.
- (b) Shall have authority to interpret the meaning of the Rules of the SCNA and any matter relating to the SCNA on which the SCNA Rules are silent.
- (c) Maintain the safe custody of books containing minutes or records of proceedings of all formal meeting of the SCNA, maintenance of records, important documents, instruments of title and securities of the SCNA and other items pertaining to the good management of the SCNA.
- (d) The management Committee may exercise all the powers of the SCNA -
 - (i) To borrow or raise or secure the payment of money in such manner as the members of the SCNA may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the SCNA in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the SCNA's property, both present and future, and to purchase, redeem or pay off any such securities;
 - (ii) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by any financial institution from overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the SCNA and to provide and pay off any such securities; and

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- (e) To invest in such manner as the members of the SCNA may from time to time determine.

7.3.5 Operations

- (a) Subject to the limitation that it shall meet regularly once in each calendar month, the Management Committee may meet for dispatch of business, adjourn and otherwise regulate its meetings and proceedings as it sees fit.
- (b) The date, time and place of the regular monthly meeting of the Management Committee shall be fixed by the Management Committee at its first meeting following the Annual General Meeting in each year and each member of the Management Committee shall be notified of the same. Unless there is some subsequent alteration made by the Management Committee to the date, time or place of the regular monthly meeting, no further notice of the same need to be given.
- (c) The agenda for meetings of the Management Committee shall include the following:
 1. Apologies
 2. Confirmation of Minutes of the previous Management Committee Meeting
 3. Business arising from the Minutes
 4. Correspondence
 5. Business arising from the Correspondence
 6. Finance Officers Report
 7. Fixtures Convenor Report
 8. Umpire Convenor Report
 9. Coaching Convenor Report
 10. Promotion Officer Report
 11. Representative Liaison Report
 12. General Business
- (d) No proxies shall be allowed at Management Committee Meetings. Each Management Committee Member shall be entitled to one (1) vote with the Chairman having second and casting vote, if it is required.
- (e) At every meeting of the Management Committee a simple majority (half the number plus one [1]) of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last Annual General Meeting of the members, shall constitute a quorum.
- (f) Subject as previously provided in these Rules, the Management Committee may meet together and regulate the proceedings as it thinks fit.

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- (g) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the SCNA in which the member is interested, or any matter arising thereout, and if the member does so vote their vote shall not be counted.
- (h) The Secretary of the SCNA shall convene a special Management Committee meeting -
 - (i) When directed to do so by the Management Committee; or
 - (ii) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee. Such requisitions shall clearly state the reasons why such a special meeting is being convened and the nature of the business to be transacted thereat.
- (i) Not less than fourteen (14) days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (j) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present with ten (10) minutes after the time appointed for holding the meeting, the Vice President shall be Chairperson. If the Vice-President is not present at the meeting then the members may choose one (1) of their numbers to be the Chairperson of the meeting.
- (k) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall be lapse.
- (l) Any member of the Management Committee who fails to attend three (3) consecutive meetings of the Management Committee without leave of absence granted by the Committee shall cease to be a member of the Committee and a vacancy shall be deemed to have occurred.
- (m) (i) Having regard to the sub-committees listed in Section 6.2 of the By-Laws the Management Committee may constitute such other sub-committees as deemed appropriate for the smooth operation of the affairs of the SCNA. At least one (1) member of the Management Committee shall be delegated to serve on such sub-committees and to report back as appropriate.

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- (ii) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the SCNA as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (iii) A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present with ten (10) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their members to be Chairperson of the meeting.
- (iv) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of an equality of votes. The Chairman shall have a second and casting vote.
- (n) All acts done by the Management Committee at a meeting or of a sub-committee or by any person acting as member of the management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- (o) A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as is it has been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one (1) or more members of the Management Committee.
- (p) In the event of any matter arising which has not been provided for in these Rules, the Management shall have full authority to act on the question as deemed appropriate.
- (q) In the event of any matter arising which requires action prior to the next scheduled management Committee Meeting, the Executive (see Section 6.2) Committee shall have full authority to act on the matter as deemed appropriate and report to the Management Committee at the next meeting for ratification;
- (r) The Management Committee shall elect and/or appoint delegates at any time and from time to time who shall represent SCNA at QNA delegate meetings. Such delegates are to carry out the wishes of the Management Committee when instructed to do so and shall report fully on all activities of the QNA.
- (s) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting to be entered in a book to be open for inspection at all reasonable times by any financial

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member who previously applies in writing to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee shall be signed by the Chairperson of that meeting or the Chairperson of the next meeting verifying their accuracy, similarly, the minutes of every Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Annual General Meeting.

7.4 MEETINGS

7.4.1 Category of Meeting

Formal meetings with SCNA shall come within one (1) of the following categories:

- (a) Annual General Meeting
- (b) General Meeting
- (c) Management Committee Meeting
- (d) Special Management Committee Meeting
- (e) Sub-Committee Meeting
- (f) Executive Committee Meeting

7.4.2 Conduct of Meetings

Annual General Meeting

- (a) Venue - The Annual General Meeting shall be held within three (3) months of the close of the financial year at a date and time and place to be fixed by the Management Committee.
- (b) Notice of Meeting - The Secretary shall convene all Annual General Meetings of the SCNA by giving not less than twenty - eight (28) days written notice of any such meeting to the members of the SCNA.

Notice of Annual General Meetings shall clearly state the nature of the business to be discussed thereat.

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- (c) Commencement of Meeting - If within half an hour from the time appointed for the commencement of the Annual General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.
- (d) Agenda - The order of Business at the Annual General Meeting shall be as follows:
1. Apologies
 2. Confirmation of Minutes of Previous Annual General Meeting
 3. Business Arising from the Minutes
 4. Consideration and Receipt of Annual Report(s) and Audited Financial Statement
 5. Election of Office Bearers and Announcement of Management Committee
 6. Appointment of Auditor
 7. Alterations to Constitution/By-Laws
 8. Notice of Motion
 9. General Business
- (e) Chairperson - At all Annual General Meetings of the SCNA The President if present shall be the Chairperson. In the absence of the President, the Vice-President shall act as Chairperson. If neither are present the meeting shall elect a Chairperson from among the members present. The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- (f) Voting -
- (i) Every Life Member and every financial Full Member Club present, shall be entitled to one (1) vote and in the case of an equality of votes the Chairperson shall have a second or casting vote.

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- (ii) Voting shall be by yes/no ballot voting. The Chairperson shall appoint two (2) non voting members to conduct the secret ballot in such manner as the Chairperson shall determine and result of the ballot as declared by the Chairperson shall be deemed to be a resolution of the meeting at which the ballot was deemed.
- (iii) No voting by proxy shall be permitted.
- (iv) All questions, unless otherwise provided for elsewhere in these Rules, shall be determined by a simple majority of those present and voting on the question.
- (v) When only one (1) nomination for a position is received, an election by yes/no ballot voting shall take place.
- (vi) If there shall be more than the required number of candidates nominated for any position, an election by preferential voting shall take place.
- (vii) If there has not been sufficient candidates received for a position, voting will take place of the nominations already received, by the way of yes/no voting (if only one (1) nomination) or by the way of preferential voting (if more than one (1) nomination has been received). Nominations are then called for from the floor. All nominations taken from the floor must have a proposer and a seconder. Voting will then take place, method of voting to be determined by the number of nominations received.

(g) Eligibility for Election of Office Bearers –

All candidates for election to the Management Committee as Office Bearers together with the proposer and seconder must be financial members of the SCNA at the time of close of nomination.

(h) Management Committee Members - Up to two (2) Members can be elected from their club to make up part of the Management Committee of the SCNA. These two (2) members are decided upon by their club prior to the meeting and their names are submitted to the Secretary in writing fourteen (14) days prior for the announcement of the Annual General Meeting.

(i) Quorum

A quorum at Annual General Meetings of the SCNA is one third of the financial Clubs entitled to vote plus five members presently on the Management Committee. No business shall be transacted unless a quorum of members is present when the meeting proceeds.

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- (j) Alterations to Constitution/By-Laws and Notice of Motion - Any member may submit an alteration to the constitution/by-laws and/or Notice of Motion for consideration by the Annual General Meeting. Such alteration or notice shall be in writing and be with the Secretary at least fourteen (14) days prior to the scheduled date of the meeting and circulated to all financial members and life members seven (7) days prior to the scheduled date of the meeting.
- (k) Appointment of Auditor - The Annual General Meeting shall appoint an Auditor Annually
- (l) General Business - Members present may raise any other business relevant to the operations of SCNA under this item on the Agenda.
- (m) Adjournment - The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid if shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (n) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Annual General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary of SCNA for the inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Annual General Meeting.

General Meeting

- (a) Venue - A General Meeting shall be held from time to time at a date, time and place to be fixed by the Management Committee.
- (b) Notice of Meeting - The Secretary shall convene all General Meetings of the SCNA by giving not less than seven (7) days notice of any such meeting to the members of the SCNA. The manner by which such notice shall be given shall be determined by the Management Committee. Notice of General Meeting shall clearly state the nature of business to be discussed thereat.

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(c) Commencement of Meeting - If within half an hour from time appointed for the commencement of the General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine and if at the adjourned Meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.

(d) Agenda -

1. Apologies
2. Minutes of Previous General Meeting
3. Business Arising from Minutes
4. Notice of Motion
5. General Business

(e) Chairperson -

At all General Meetings of the SCNA, the President, if present shall be the Chairperson. In the absence of the President, the Vice-President shall act as Chairperson. If neither are present the meeting shall elect a Chairperson who shall maintain order and conduct the meeting in a proper and orderly manner.

(f) Quorum -

A quorum at the General Meeting of the SCNA is 1/3 of the financial clubs entitled to vote plus 5 members presently on the Management Committee. No business shall be transacted unless a quorum of members is present when the meeting proceeds.

(g) Notice of Motion -

Any member may submit a Notice of Motion for consideration by the General Meeting. Such notice shall be in writing and be with the Secretary at least four (4) days prior to the scheduled meeting date. The Secretary shall display said motion in prominent place for all members to view prior to the meeting.

(h) Voting -

Each fully Financial Full Member Club shall be entitled to be represented at any General Meeting by two (2) delegates. Each club shall be entitled to one (1) vote. There will be no proxy voting. The Chairperson shall have a second and casting vote if required.

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Voting shall be by yes/no ballot voting. The Chairperson shall appoint two (2) non voting members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be a resolution of the meeting at which the ballot was held. All questions, unless otherwise provided for elsewhere in these Rules, shall be determined by a simple majority of those present and voting on the question.

- (i) General Business - Members present may raise any other business relevant to the operations of the SCNA under this item on the agenda.
- (j) Adjournment - The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (k) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of all General Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary of SCNA for the inspection. For the purposes of ensuring the accuracy of the recordings of such minutes, the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting.

Management Committee Meetings

- (a) Subject to the limitation that it shall meet regularly once in each calendar month, the Management Committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings and proceedings as it sees fit.
- (b) The date, time and place of the regular monthly meeting of the Management Committee shall be fixed by the Management Committee at its first meeting following the Annual General Meeting in each year and each member of the Management committee shall be notified of the same. Unless there is some subsequent alteration made by the Management Committee to the date, time or place of the regular monthly meeting, no further notice of the same need be given.

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- (c) The agenda for meetings of the Management Committee shall include the following:
 1. Apologies
 2. Confirmation of Minutes of the previous Management Committee Meeting
 3. Business arising from the Minutes
 4. Correspondence
 5. Business arising from the Correspondence
 6. Finance Officers Report
 7. Fixtures Convenor Report
 8. Umpires Convenor Report
 9. Coaching Convenor Report
 10. Promotions Officer Report
 11. Representative Liason Report
 12. General Business
- (d) No proxies shall be allowed at Management Committee Meetings.
- (e) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee (half plus one) as at the close of the last General Meeting of the members, shall constitute a quorum.
- (f) Subject as previously provided in these Rules, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and in the case of equality of votes the Chairman shall have a second and casting vote.
- (g) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the SCNA in which the member is interested, or any matter arising thereout, and if the member does so vote their vote shall not be counted.
- (h) The Secretary of the SCNA shall convene a Special Management Committee Meeting
 - (i) When directed to do so by the Management Committee; or
 - (ii) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee. Such requisitions shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- (i) Not less than fourteen (14) days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

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- (j) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present with ten (10) minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson. If the Vice-President is not present at the meeting then the members may choose one of their numbers to be the Chairperson of the meeting.
- (k) If within half an hour from the time appointed for the commencement of a Management Committee Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (l) Any vacancy occurring on the Management Committee must be replaced with a member from the club which the position becomes available. The club is required to nominate another member for the position or to leave the position vacant. The club must notify the Management Committee in writing of the replacement Management Committee member or of their intent to leave the position vacant.

Any vacancy occurring for an Officer Bearer position may be filled by the Management Committee at its next meeting following the vacancy occurring, from person qualified to hold office in conformity with the provisions of the Rules of the SCNA.

- (m) Any member of the Management Committee who fails to attend three (3) consecutive meetings of the Management Committee without leave of absence granted by the Committee shall cease to be a member of the Committee and a vacancy shall be deemed to have occurred.
- (n)
 - (i) Having regard to the sub-committees listed in Section 6.2 of the By-Laws, the Management Committee may constitute such other sub-committee as deemed appropriate for the smooth operation of the affairs of the SCNA. At least one (1) member of the Management Committee shall be delegated to serve on such sub-committee and to report back as appropriate.
 - (ii) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the SCNA as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated confirm any regulations that may be imposed on it by the Management Committee.
 - (iii) A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present with ten (10) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be Chairperson of the meeting.

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- (iv) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of equality of votes the Chairperson shall have a second and casting vote.
- (o) All acts done by the Management Committee at a meeting or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and qualified to be a member of the Management Committee.
- (p) A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one (1) or more members of the Management Committee.
- (q) In the event of any matter arising which has not been provided for in these Rules, the Management Committee shall have full authority to act on the questions as deemed appropriate.
- (r) In the event of any matter arising which requires action prior to the next scheduled Management Committee Meeting, the Executive (See Section 6.2) Committee shall have full authority to act on the matter as deemed appropriate and report to the Management Committee at the next meeting for ratification.
- (s) The Management Committee shall elect and/or appoint delegates at any time and from time to time who shall represent SCNA at QNA delegate meetings. Such delegates are to carry out the wishes of the Management Committee when instructed to do so and shall report fully on all activities of the QNA.
- (t) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceeding of every General Meeting and Management Committee Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee Meeting verifying their accuracy, similarly, the minutes of every General and Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting and Annual General Meeting.

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Special Management Committee Meeting: See Section 6.3.5 (h) (I) (j)

Other Committee and Sub-Committee Meetings: See Section 6.3.5 (n)

8. *FINANACE*

8.1 Funds and Accounts

- (a) The funds of the SCNA shall be derived from membership fees and proceeds from activities organised under the auspices of the association. Loans may be arranged from recognised financial institutions as deemed appropriate from time to time.
- (b) The funds of the SCNA shall be banked in the name of the SCNA in such bank as the Management Committee may from time to time direct.
- (c) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the SCNA and the particulars usually shown in books of a like nature.
- (d) All monies shall be banked as soon as practicable after receipt thereof and not more than seven (7) days after receipt.
- (e) All out goings shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (f) Cheques shall be crossed "Not Negotiable" except for those in payment of wages, allowances or petty cash recoupments which may be open.
- (g) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system. All cash payments shall be documented on a voucher and signed by an authorised officer.
- (h) All expenditure shall be approved or ratified at a Management Committee Meeting.
- (i) As soon as practicable after the end of the financial year the Treasurer shall cause to be prepared a statement containing particulars of -
 - (i) The income and expenditure of the incorporated association during its last financial year;
 - (ii) The assets and liabilities of the incorporated association at the close of the said year; and

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- (iii) Of all mortgages, charges and securities affecting any of the property of the incorporated association at the close of that year.

All such statements shall be examined by the auditor who shall present a report upon such audit to the Secretary prior to the holding of the Annual General

Meeting next following the financial year in respect of which such audit was made.

- (j) The income and property of the SCNA whencesover derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

[As set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the SCNA provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by her/him to the SCNA or otherwise owing by the SCNA to him/her or of remuneration to any officers or servants of the SCNA or to any member of the SCNA or other person in return for any services actually rendered to the association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any members of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the SCNA or reasonable and proper rent for premised demised or let to the SCNA]

8.2 Fees and Levies

All fees shall be determined at the first Management Committee following the Annual General Meeting and voted for by a simple majority of those present and entitled to vote at the meeting.

From time to time levies may be imposed by the Management Committee on all affiliated members, by convening a General Meeting and following due process.

8.3 Financial Year

The financial year of the SCNA shall be from the 1st October to the 30th September each year.

8.4 Auditors

A person who is not a member of the SCNA shall be elected auditor of the Association for the purpose of monitoring and reporting of its financial affairs. The Auditor shall prepare the reports for presentation at the Annual General Meeting.

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9. INDEMNITY

- (a) No affiliated club, official, delegate or member of the SCNA shall have any claim, legal or otherwise against the SCNA or its officers for any act done in good faith in the execution of their duties.
- (b) These Rules and By-Laws shall repeal all previous regulations but, except as specifically provided, shall not affect any right, duty or liability of any matters or act done or commenced, acquired or imposed under the previous Constitution.

The SCNA shall indemnify any Officer of the SCNA acting in good faith and within the scope of their duties as prescribed by the Rules against any claim, liability loss or damage which the Officer may incur in consequence of any act, omission or error on their part.

10. AMENDENTS TO THE BY-LAWS

The Management Committee may from time to time make, amend or repeal By-Laws not inconsistent with these rules, for the internal management of the SCNA, and any by-law may be set aside by a General Meeting of members.

11. AMENDMENTS TO THE CONSTITUTION

- (i) Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, repealed or added to by a special resolution carried, by a simple majority at any General Meeting.
- (ii) However an amendment, repeal or addition is valid only if it is registered by the chief executive.
- (ii) Notice of such special resolution, setting out in full the proposed amendment, recession or addition, shall be given to each affiliated club not less than twenty-one (21) days prior to the meeting.

12. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by some other person appointed by the Management Committee for the purpose.

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13. *WINDING UP OF THE SCNA AND DISTRIBUTION OF SURPLUS ASSETS*

The SCNA may be wound up in accordance with the provisions of the Associations Incorporation Act 1981.

If there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the SCNA or shall be given transferred to some other institution having objects similar to the objects of the SCNA, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the SCNA under or by virtue of Rule 5.9, such institution or institution to be determined by the members of the SCNA.

14. *PECUNIARY INTEREST*

Any member of the Management Committee who has potentially a pecuniary interest in any dealing with the SCNA whatsoever shall be bound to declare publicly at meetings of the SCNA such interests and shall be excused from all meetings whilst the particular dealing is discussed, debated and voted upon. Failure to abide by this provision shall negate any decision favourable to such Management Committee member shall require the immediate resignation of that Management Committee member.

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