



MANDURAH NETBALL ASSOCIATION

By-Laws

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MANDURAH NETBALL ASSOCIATION (Inc)

BY-LAWS

INDEX

CLAUSE	PAGE
1. BOARD	2
2. COMMITTEE	2 - 5
3. SUB-COMMITTEE	5 - 8
4. EMPLOYEES OF THE ASSOCIATION	8
5. LIFE MEMBERS	8
6. MEETINGS	8 - 10
7. AFFILIATION	10
8. STANDING ORDER	10 - 11
9. CONDUCT OF SPEAKERS	11 - 12

1. THE BOARD

1.1 The Board shall consist of:

- 1.1.1 President
- 1.1.2 Vice President
- 1.1.3 Secretary
- 1.1.4 Treasurer
- 1.1.5 1 – 3 Board Members

1.2 Duties

- 1.2.1 The Board shall meet monthly to facilitate the day-to-day running of the business of the Association.
- 1.2.2 Any expenditure arising from decisions of the Board will be by unanimous vote and be under the amount of \$500.00. Any expenditure over \$500.00 will be decided at a Board meeting, or by electronic vote. Voting will be by simple majority of those attending members or by simple majority of email replies within three (3) working days.

2. THE COMMITTEE

2.1 The Committee shall consist of all other Named positions and Club Representatives:

2.2 Development Coordinator/s (1 or 2) shall:

- 2.2.1 Coordinate all coaching courses held by the Association.
- 2.2.2 Liaise with the Peel Development Officer employed by Netball WA.
- 2.2.3 Promote and organise development programs as set down by Netball WA, the Peel Regional Development Officer, and the Association.
- 2.2.4 Attend other meetings as required.
- 2.2.5 Assist the various committees of the Association in relation to development programs.
- 2.2.6 Assist in organising Association teams.
- 2.2.7 Keep necessary files and relevant records.
- 2.2.8 Maintain an up-to-date list of qualified coaches.
- 2.2.9 Attend meetings of the full committee, and to the Board when requested, and submit written reports.
- 2.2.10 Organise competitions/carnivals as directed by the Boards, with the assistance of the Carnivals Committee and liaise with the Association Umpire Coordinator.
- 2.2.11 Carry out such other duties as the Board may direct.
- 2.2.12 Be responsible, through the President, to the Board of the Association.

2.3 Umpire Coordinator shall:

- 2.3.1 Where practicable, be the holder of a National A Badge.
- 2.3.2 Attend to all matters pertaining to umpiring through the Netball WA and the Peel Regional Umpire Officer.

2.4 Association Umpire Development Officer shall:

- 2.4.1 Coordinate all umpiring courses held by the Association.
- 2.4.2 Investigate methods of encouraging and improving umpiring standards within the Association.
- 2.4.3 Formulate, supervise, monitor, and evaluate umpiring programs at all levels.
- 2.4.4 Organise practical and theoretical examinations and presentations of MNA, the Peel Regional Umpire Development Officer, and National Umpiring Awards.
- 2.4.5 Arrange umpires for Association teams as required.
- 2.4.6 Keep necessary files and relevant records, including up-to-date list of umpires.
- 2.4.7 Attend Board meeting when requested by the Board and submit written reports.
- 2.4.8 It shall be the policy of the Association, on the recommendation of the Netball WA umpires divisions, to foster and encourage prospective and qualified AA candidates, and to assist financially where possible.
- 2.4.9 Be responsible, through the President, to the Board of the Association.
- 2.4.10 Carry out such other duties as the Board may direct.

2.5 Canteen Coordinator shall:

- 2.5.1 Act as liaison between the Executive and the Canteen Manager.
- 2.5.2 Ensure the smooth running of the canteen.
- 2.5.3 When requested, call meetings of the canteen committee.
- 2.5.4 Carry out such other duties as the Board may direct.
- 2.5.5 Be responsible, through the President, to the Board of the Association.

2.6 Games Controller shall:

- 2.6.1 Act as liaison between the Board and Competitions committee.
- 2.6.2 Attend to the operation of all Competitions run by MNA, with the aid of a sub-committee, which consists of the Senior Coordinator, Junior Coordinator, and NetSetGo Coordinator.
(The game controller shall hold one of these positions.)
- 2.6.3 Call meetings of the sub-committee.
- 2.6.4 When requested, attend meetings of the Board, and submit written reports.
- 2.6.5 Carry out such duties as the Board may direct.
- 2.6.6 Be responsible, through the President, to the Executive of the Association.

2.7 Association Teams' Coordinator shall:

- 2.7.1 Act as liaison between the Board and Coaches, Managers and Association Teams.
- 2.7.2 To liaise with the Uniform Coordinator in relation to Association property and uniforms.
- 2.7.3 To coordinate with officials and make arrangements for players representing the Association.
- 2.7.4 When requested, attend meetings of the Board, and submit written reports.
- 2.7.5 Carry out such other duties as the Board may direct.

2.7.6 Be responsible, through the President, to the Executive of the Association.

2.8 Publicity Promotions Officer shall:

2.8.1 Obtain coverage of Association activities.

2.8.2 Maintain a press book.

2.8.3 Compile match results for publication.

2.8.4 Liaise with the Secretary on publicity matters.

2.8.5 When requested, attend meetings of the Board, and submit written reports.

2.8.6 Carry out such other duties as the Board may direct.

2.8.7 Be responsible, through the President, to the Executive of the Association.

2.9 Registrar shall:

2.9.1 Set up the new season of competition as required, using PlayHQ, including registration fees and types.

2.9.2 Liaise with MNA Clubs and Schools to ensure the smooth registration of all members for each season.

2.9.3 Record and claim Kidsport vouchers.

2.9.4 Check for unregistered players.

2.9.5 Instruct and assist the Association Recorder as required.

2.9.6 Be available to all competition committees to ensure currency of registration of all coaches, managers, players, and umpires.

2.9.7 Have power to co-opt additional assistance.

2.9.8 When requested, attend meetings of the Board, and submit written reports.

2.9.9 Carry out such other duties as the Board may direct.

2.9.10 Be responsible, through the President, to the Executive of the Association.

2.10 Recorder shall:

2.10.1 Keep records of individuals players/teams and games.

2.10.2 Maintain an up-to-date premiership points table.

2.10.3 Record game scores.

2.10.4 Check for unregistered players.

2.10.5 Complete score cards for all MNA competitions.

2.11 Committees shall:

2.11.1 Have power to co-opt additional assistance.

2.11.2 When requested, attend meetings of the Board, and submit written reports.

2.11.3 Carry out such other duties as the Board may direct.

2.11.4 Be responsible, through the President, to the Executive of the Association.

3. SUB COMMITTEES

3.1 Nominations

MANDURAH NETBALL ASSOCIATION

- 3.1.1 Nominations for positions on committees may be called for after the Annual General Meeting is held for that year.

3.2 Appointments

- 3.2.1 Members of the committees shall be elected at a Board meeting following the AGM. Members so elected shall assume office at the conclusion of that meeting and shall hold office until after the AGM the following year.
- 3.2.2 The convener of a committee shall, where applicable:
 - 3.2.3 Be responsible for calling meetings of the committee.
 - 3.2.4 Act as liaison between the Board and the committee and arrange for the carrying out of any duties allocated by the Board.
 - 3.2.5 Submit regular written reports and bring forward any recommendations to the Board.
 - 3.2.6 Maintain an up-to-date record of duties procedures and policy or other matters pertaining to the functioning of the committees.
 - 3.2.7 Attend meetings of the committee, and to the Board when requested, and submit written reports.
 - 3.2.8 Be responsible, through the President, to the Board of the Association.

3.3 Development/Coaching Committee

- 3.3.1 Composition:
 - 3.3.1.1 Not less than three (3) members (with power to co-opt additional assistance.).
- 3.3.2 Duties:
 - 3.3.2.1 The Development/Coaching Committee shall carry out duties involved in encouraging and increasing the coaching development of players and coaches under the directions of the Development Coordinator.

3.4 Umpires Committee

- 3.4.1 Composition:
 - 3.4.1.1 Not less than three (3) members with the power to co-opt additional assistance.
 - 3.4.1.2 If possible, the be holders of a National Practical Badge.
- 3.4.2 Duties:
 - 3.4.2.1 Shall carry out duties involved in the organising and conduct of match umpiring and Umpiring Programs under the direction of the Umpire Coordinator.

3.5 Canteen Committee

- 3.5.1 Composition:
 - 3.5.1.1
- 3.5.2 Duties:
 - 3.5.2.1 To carry our all duties involved in the organising and running of the canteen under the direction of the Canteen Coordinator.

3.6 Competitions Committee

- 3.6.1 Composition:
 - 3.6.1.1 Three (3) member (Senior, Junior, and NetSetGo Coordinators), the Games Controller will hold one of the previous mentioned positions, with the power to co-opt additional assistance.
- 3.6.2 Duties:

- 3.6.2.1 Organise competitions as directed by the Board (ie grade all teams and draw up schedules for matches).
- 3.6.2.2 Liaise with the registrar and recorder to draw up fixtures for finals matches, in cooperation with the Umpire Coordinator.
- 3.6.2.3 Supervise and control matches played in the competition/s.
- 3.6.2.4 Organise a roster for the officials.
- 3.6.2.5 Assist the Umpire Coordinator with their duties.
- 3.6.2.6 Be responsible to the Board through the games controller.

3.7 Uniform Committee

- 3.7.1 Compositions:
 - 3.7.1.1 Up to three (3) members with power to co-opt additional assistance.
 - 3.7.1.2 A member of the committee to be appointed as the convenor.
- 3.7.2 Duties:
 - 3.7.2.1 Maintain an up-to-date register of club uniform designs.
 - 3.7.2.2 Receive requests from Clubs for approval of new colours and uniform designs.
 - 3.7.2.3 Enforce the wearing of regulation playing uniform and footwear with the power after a warning to stand offending players off the courts for the duration of the match if deemed necessary.
 - 3.7.2.4 Be responsible for the distribution and collection of association uniforms, property, and equipment in liaison with the association teams' coordinator.
 - 3.7.2.5 Maintain an up-to-date record of Association uniforms, property, and equipment.
 - 3.7.2.6 Direct players to keep grounds and change rooms tidy.
 - 3.7.2.7 Carry out such other duties as the Board may direct.
 - 3.7.2.8 Be responsible, through the Uniform Coordinator to the Board of the Association.

3.8 Permit and Protest Committee

- 3.8.1 Composition:
 - 3.8.1.1 Three (3) non-playing members appointed by the Board, one of whom shall be appointed as Coordinator.
- 3.8.2 Duties:
 - 3.8.2.1 Be responsible to the Board.
 - 3.8.2.2 Deal with applications for permits to "pass down", requests to re-schedule matches, requests for interchanging of players within a grade.
 - 3.8.2.3 Deal with requests from players wishing to transfer from a disbanded club.
 - 3.8.2.4 To deal with protests received.
 - 3.8.2.5 To deal with applications to bring up players from lower teams to play in finals.
 - 3.8.2.6 The decision of the Permit and Protest Committee, on Protests, shall be final.
 - 3.8.2.7 A committee members involved in any application or protest shall not sit in judgement and shall be replaced by an independent person.

3.9 Carnival Committee

3.9.1 Composition:

3.9.1.1 Not less than three (3). The Coordinator shall be appointed by the Board from these three (3) persons.

3.9.2 Duties:

3.9.2.1 The carnival committee shall:

3.9.2.2 Organise competitions as directed by the Board.

3.9.2.3 Be responsible to the Board through the Carnivals Coordinator.

4. EMPLOYEES OF THE ASSOCIATION

4.1 Applications in writing for positions as employees of the Association shall be called for and received by the Board as and when required.

4.2 Duties and conditions of employment shall be as defined by the Board of the Association.

5. LIFE MEMBERSHIP

5.1 Any member of the Association may submit names to the Board for consideration of Life Membership provided that each nominee shall have:

5.2 Served ten (10) years as an active member of the Board and/or Committee, or:

5.3 Given ten (10) years of outstanding service to the Association.

5.4 Shall be appointed by the recommendation of the Board at its Annual General Meeting by a two-thirds majority of those present and entitled to vote at that meeting and shall during the continuance of their life be entitled to all rights and privileges of membership.

Note: Being a member of the committee without participation in a role or giving significantly in other ways for the Association (coaching, umpiring etc) does not qualify as being an active member of the committee.

6. MEETINGS

6.1 Chairperson

6.1.1 The President shall preside at all meetings of the Association and Board.

6.1.2 In the absence of the President the First Vice President shall preside and in the absence of both the President and First Vice President the Second Vice President shall preside. In the absence of all meeting shall be opened by the Secretary, who shall call for nominations for a Chairperson.

6.1.3 Upon election, the Chairperson shall take the chair and continue with the meeting.

6.1.4 The presiding Chairperson shall have a casting vote only irrespective of voting under clause 16 of the Constitution.

6.1.5 Election by, Appointment or Persons, Conveners and Board:

6.1.6 Development Coordinator

6.1.7 Umpire Coordinator

6.1.8 Canteen Coordinator

6.1.9 Permit and Protest Committee

6.1.10 Carnival Committee

6.1.11 MNA Selection Committee and Coordinator

MANDURAH NETBALL ASSOCIATION

- 6.1.12 Association Team Officials
- 6.1.13 Any other positions as required.
- 6.1.14 The Business of the Annual General Meeting shall be:
- 6.1.15 Opening of the Annual General Meeting / Presidents address
- 6.1.16 Apologies for non-attendance
- 6.1.17 Confirmation of minutes of previous Annual General Meeting
- 6.1.18 Adoption of non-attendance
- 6.1.19 Adoption of Audited Financial Statement for the preceding year.
- 6.1.20 Notice of Motion for alteration, repeal or addition to the Constitution and By-Laws.
- 6.1.21 Recommendations for the Board.
- 6.1.22 Appointment of Life Members.

6.2 Board

- 6.2.1 President
- 6.2.2 First Vice President
- 6.2.3 Secretary
- 6.2.4 Treasurer

6.3 Committee

- 6.3.1 Games Controller
- 6.3.2 Publicity Promotions Officer
- 6.3.3 Recorder
- 6.3.4 Registrar
- 6.3.5 Development Officer
- 6.3.6 Umpires Coordinator
- 6.3.7 Canteen Coordinator
- 6.3.8 Uniform Officer

6.4 Sub Committees – all committees have the power to co-opt further assistance as required

- 6.4.1 Competitions Committee – 5 members
- 6.4.2 Senior Competition Controller
- 6.4.3 Junior Competition Controller
- 6.4.4 NetSetGo Controller
- 6.4.5 Selection Committee
- 6.4.6 Development Coaching Committee – 3 members
- 6.4.7 Two Development Officers and Team Managers
- 6.4.8 Development Selection Committee – 3 members
- 6.4.9 Two selectors and Lead Coach for age group
- 6.4.10 Carnival Committee – 3 members
- 6.4.11 Development Office, Umpire Coordinator and Uniform Officer
- 6.4.12 Umpires Committee – 3 members
- 6.4.13 Umpire Coordinator, Umpire Development Officer and Uniform Officer
- 6.4.14 Canteen Committee – 2 members
- 6.4.15 Canteen Coordinator and Canteen Manager
- 6.4.16 Uniform Committee – 3 members
- 6.4.17 Uniform Coordinator, Umpire Uniform Coordinator, Carnival Umpire Coordinator

6.5 Confirmation of Appointments

- 6.5.1 Patron/s
- 6.5.2 Solicitor
- 6.5.3 Auditor
- 6.5.4 General Business
- 6.5.5 Closure

6.6 The Business of Board Meetings shall be:

- 6.6.1 Opening the meeting
- 6.6.2 Apologies for non-attendance
- 6.6.3 Confirmation of minutes of previous meeting
- 6.6.4 Business arising from minutes
- 6.6.5 Correspondence
- 6.6.6 Financial Report, accounts for payment
- 6.6.7 Reports
- 6.6.8 General Business
- 6.6.9 Date of next meeting
- 6.6.10 Closure

6.7 The Business of Special Meetings

- 6.7.1 Opening the meeting
- 6.7.2 Apologies for non-attendance
- 6.7.3 Business for which the meeting has been called
- 6.7.4 Closure

7. AFFILIATION

- 7.1 Each club affiliating with the Association shall be required to complete the required forms.
- 7.2 The Board shall have the right to refuse any application for affiliation.
- 7.3 Membership rights
- 7.4 Clubs shall be entitled to:
- 7.5 Refer any matter to the Board for advice or decision.
- 7.6 Participate in appropriate inter-association competitions.
- 7.7 Arrange matches against teams from other organisations provided that the Association has been advised.
- 7.8 Request assistance with coaching and umpiring matters.
- 7.9 Attend coaching and umpiring programs conducted by the Association.
- 7.10 Nominate players to stand for selection in Association, State or Western Australian Representative teams. Refer to clause 7.4.8 By-Laws.
- 7.11 Submit to the Board, by a date stipulated proposed alterations to the regulations governing match play for any competition.
- 7.12 Membership rights may be suspended or revoked by the Association at any time, with due cause as decided by the Board.
- 7.13 Financial assistance may be given, at the discretion of the Board, to members who have been approved by the Association and selected as members of an Association, State Western Australian Representative Team or Australian Team.

8. STANDING ORDERS

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

9. CONDUCT OF SPEAKERS

- 9.1 All remarks shall be addressed to the chairperson and any questions to another person shall be put through the chairperson.
- 9.2 A speaker wishing to speak or move a motion, shall stand when addressing the chair, and shall take their seat if called to order by the chair.
- 9.3 On any person rising to a point of order during a discussion, the speaker shall resume their seat and the person rising shall state the point of order when the Chairperson shall rule thereon.
- 9.4 Chairperson's Ruling:
 - 9.4.1 The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried "that the Chairperson's ruling be disagreed with". The mover shall speak briefly in support of their motion and the Chairperson explain why their ruling was given. The Chairperson takes the vote.
- 9.5 Motions:
 - 9.5.1 A motion shall be seconded before it is debated and shall not be withdrawn without the consent of the meeting.
 - 9.5.2 No speaker shall speak more than once to any motion or amendment, except in personal explanation unless there is exercising the right of reply as the mover of the motion.
 - 9.5.3 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.
- 9.6 Amendments:
 - 9.6.1 An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. The mover of the amendment has no right of reply.
 - 9.6.2 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.
 - 9.6.3 The mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any

proposed amendments, she can accept it and may seek leave to alter the motion accordingly.

9.6.4 An amendment which is a direct negative of the motion shall not be allowed.

9.6.5 The Constitution can be amended only by a resolution advised in accordance with Constitution clause, but this shall not preclude further amendments to such resolutions for the floor of the meeting.

9.7 Rescinding Resolutions

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

9.8 Closure

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

9.9 Voting

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

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

9.9.3 Waiver of Standing Order.

9.9.4 The Chairperson may with the consent of those present at the meeting waive standing order 8.2, 8.4 and 8.5 if the purpose of exercising this discretion is to make the conduct of the meeting let formal.