



MANDURAH NETBALL ASSOCIATION

By-Laws

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MANDURAH NETBALL ASSOCIATION (Inc)

BY-LAWS

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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 One(1) – three(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 shall:

- 2.2.1 Term and appointment:
 - i. The term of the Association Development Officer shall be for a period of two (2) years from July to June of each year.
 - ii. An expression of interest will be advertised via email and social media.
 - iii. The ADO will be appointed by the MNA Board.
- 2.2.2 Complete role as per the Association Development Officer position description.
- 2.2.3 Carry out other duties as the Board may direct.
- 2.2.4 Be responsible, through the President, to the Board of the Association.

2.3 Association Umpire Development Officer shall:

- 2.3.1 Term and appointment:
 - i. The term of the Association Umpire Development Officer shall be for a period of two (2) years from January to December of each year.
 - ii. An expression of interest will be advertised via email and social media.
 - iii. The AUDO will be appointed by the MNA Board.
- 2.3.2 Complete role as per the Association Umpire Development Officer position description.
- 2.3.3 Be responsible, through the President, to the Board of the Association.

2.3.4 Carry out other duties as the Board may direct.

2.4 Registrar shall:

2.4.1 Term and appointment:

- i. The term of the Association Registrar shall be for a period of two (2) years from January to December of each year.
- ii. An expression of interest will be advertised via email and social media.
- iii. The Registrar will be appointed by the MNA Board.

2.4.2 Complete the role as per the Registrar position description. Carry out other duties as the Board may direct.

2.4.3 Be responsible, through the President, to the Board of the Association.

2.5 Senior Coordinator shall:

2.5.1 Term and appointment:

- i. The term of the Senior Coordinator shall be for a period of one (1) or two (2) years from January to December of each year.
- ii. An expression of interest will be advertised via email and social media.
- iii. The Senior Coordinator will be appointed by the MNA Board.

2.5.2 Assist in the running of the Open and 21U competition played on Monday nights at Mandurah Aquatic & Recreation Centre.

2.5.3 Complete the role as per the Senior Coordinator position description.

2.6 Junior Coordinator shall:

2.6.1 Term and appointment:

- i. The term of the Junior Coordinator shall be for a period of one (1) or two (2) years from January to December of each year.
- ii. An expression of interest will be advertised via email and social media.
- iii. The Junior Coordinator will be appointed by the MNA Board.

2.6.2 Assist in the running of the 17U – 11U competition played each Saturday at Thomson Street Netball Pavilion.

2.6.3 Complete the role as per the Junior Coordinator position description.

2.7 NetSetGo Coordinator shall:

2.7.1 Term and appointment:

- i. The term of the NetSetGo Coordinator shall be for a period of one (1) or two (2) years from January to December of each year.
- ii. An expression of interest will be advertised via email and social media.
- iii. The NetSetGo Coordinator will be appointed by the MNA Board.

2.7.2 Assist in the running of the 10U – 8U competition played each Friday and Saturday afternoon at Thomson Street Netball Pavilion.

2.7.3 Complete the role as per the NetSetGo Coordinator position description.

2.8 No Limit Coordinator shall:

2.8.1 Term and appointment:

- iv. The term of the No Limits Coordinator shall be for a period of one (1) or two (2) years from January to December of each year.
- v. An expression of interest will be advertised via email and social media.

vi. The No Limits Coordinator will be appointed by the MNA Board.

2.9 Aboriginal Grassroots Coordinator shall:

2.9.1 Term and appointment:

- vii. The term of the Aboriginal Grassroots Coordinator shall be for a period of one (1) or two (2) years from January to December of each year.
- viii. An expression of interest will be advertised via email and social media.
- ix. The Aboriginal Grassroots Coordinator will be appointed by the MNA Board.

2.10 Club Delegate Representative shall:

2.10.1 Term and appointment:

- x. The term of the Club Delegate Representative shall be for a period of one (1) or two (2) years from January to December of each year.
- xi. An expression of interest will be advertised via email and social media.
- xii. The Club Delegate Representative will be appointed by the MNA Board.

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 other duties as the Board may direct.
- 2.11.4 Be responsible, through the President, to the Board of the Association.

3. SUB COMMITTEES

3.1 Nominations

- 3.1.1 Nominations for Role Holder positions on the committee shall be called for according to the terms of those positions.
- 3.1.2 Nominations for sub-committee members shall be called for according to the terms of those positions.

3.2 Appointments

- 3.2.1 Members of the committees shall be elected at a Board meeting according to the terms of that position. Members so elected shall assume office at the conclusion of that meeting and shall hold office according to the terms of that position.
- 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.

3.2.9

3.3 Athlete and Coach Development Sub-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 Athlete and Coach Development Sub-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 Umpire Development Sub-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 AUDO must hold a National C Badge or above.

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 Competitions Committee

3.5.1 Composition:

3.5.1.1 Not less than three (3) members with the power to co-opt additional assistance.

3.5.2 Duties:

3.5.2.1 Organise competitions as directed by the Board (ie grade all teams and draw up fixtures for matches).

3.5.2.2 Liaise with the registrar and to draw up fixtures for finals matches, in cooperation with the Umpire Coordinator.

3.5.2.3 Assist the Umpire Coordinator with their duties.

3.5.2.4 Be responsible to the Board through the games controller.

3.6 Permit and Protest Committee

3.6.1 Composition:

3.6.1.1 Three (3) non-playing members appointed by the Board, one of whom shall be appointed as Coordinator.

3.6.2 Duties:

3.6.2.1 Be responsible to the Board.

3.6.2.2 Deal with applications for permits to "pass down", requests to re-schedule matches, requests for interchanging of players within a grade.

3.6.2.3 Deal with requests from players wishing to transfer from a disbanded club.

3.6.2.4 To deal with protests received.

3.6.2.5 To deal with applications to bring up players from lower teams to play in finals.

3.6.2.6 The decision of the Permit and Protest Committee, on Protests, shall be final.

3.6.2.7 A committee member involved in any application or protest shall not sit in judgement and shall be replaced by an independent person.

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 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:
MNA Board
- 6.1.6 The Business of the Annual General Meeting shall be:
- 6.1.7 Opening of the Annual General Meeting / Presidents address
- 6.1.8 Apologies for non-attendance
- 6.1.9 Confirmation of minutes of previous Annual General Meeting
- 6.1.10 Adoption of non-attendance
- 6.1.11 Adoption of Audited Financial Statement for the preceding year.
- 6.1.12 Notice of Motion for alteration, repeal or addition to the Constitution and By-Laws.
- 6.1.13 Recommendations for the Board.

6.1.14 Appointment of Life Members.

6.2 Board

- 6.2.1 President
- 6.2.2 Vice President
- 6.2.3 Secretary
- 6.2.4 Treasurer
- 6.2.5 1-3 Board Members

6.3 Confirmation of Appointment

- 6.2.6 Patron/s
- 6.2.7 Solicitor
- 6.2.8 Auditor
- 6.2.9 General Business
- 6.2.10 Closure

6.3 The Business of Board Meetings shall be:

- 6.3.1 Opening the meeting
- 6.3.2 Apologies for non-attendance
- 6.3.3 Confirmation of minutes of previous meeting
- 6.3.4 Business arising from minutes
- 6.3.5 Correspondence
- 6.3.6 Financial Report, accounts for payment
- 6.3.7 Reports
- 6.3.8 General Business
- 6.3.9 Date of next meeting
- 6.3.10 Closure

6.4 The Business of Special Meetings

- 6.4.1 Opening the meeting
- 6.4.2 Apologies for non-attendance
- 6.4.3 Business for which the meeting has been called
- 6.4.4 Closure

7. AFFILIATION

- 7.1 Each club affiliating with the Association shall be required to completed 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 they are 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:

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- 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 less formal.