# Our Lady of Grace Netball Club
## Incorporated Constitution

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>2</td>
</tr>
<tr>
<td>Objects</td>
<td>2</td>
</tr>
<tr>
<td>Uniform</td>
<td>3</td>
</tr>
<tr>
<td>Powers</td>
<td>3</td>
</tr>
<tr>
<td>Membership</td>
<td>3</td>
</tr>
<tr>
<td>Appeal Against Rejection or Termination of Membership</td>
<td>6</td>
</tr>
<tr>
<td>Termination of Membership</td>
<td>6</td>
</tr>
<tr>
<td>Management Committee</td>
<td>7</td>
</tr>
<tr>
<td>Electing the Management Committee</td>
<td>8</td>
</tr>
<tr>
<td>Vacancies on Management Committee</td>
<td>9</td>
</tr>
<tr>
<td>Annual General Committee Meeting</td>
<td>9</td>
</tr>
<tr>
<td>General Committee Meetings</td>
<td>10</td>
</tr>
<tr>
<td>Special Meetings</td>
<td>11</td>
</tr>
<tr>
<td>Finance</td>
<td>11</td>
</tr>
<tr>
<td>Financial Year</td>
<td>12</td>
</tr>
<tr>
<td>Common Seal</td>
<td>13</td>
</tr>
<tr>
<td>Enforcement of the Constitution and By-Laws</td>
<td>13</td>
</tr>
<tr>
<td>Alteration to the Constitution and By-Laws</td>
<td>13</td>
</tr>
<tr>
<td>Dissolution</td>
<td>14</td>
</tr>
<tr>
<td>Indemnity</td>
<td>14</td>
</tr>
</tbody>
</table>
Our Lady of Grace Netball Club Incorporated
Constitution

1. Name

The name of the incorporated Association is Our Lady of Grace Netball Club Incorporated: sometimes referred to the ‘Club’ in this document.

2. Objects

The objects of the Association are:

a) To remain an entity of Our Lady of Grace Catholic Primary School (OLG PS, sometimes referred to as the ‘School’ in this document) co-curricular activities which serves to enhance the children’s education and fulfill the Catholic Vision Statement.

b) For members to always have fun in their efforts and performances in the game of netball.

c) Provide equal opportunities that foster the social aspects and good sportsmanship of the Club.

d) To include all children from OLG PS to play netball in a safe and secure environment.

e) To act for its members in all matters pertaining to netball and to ensure the Club is run in line with Netball Australia, WA Netball and to the needs of the players, coaches, umpires and families from OLG PS.

f) Provide education, training and coaching for all members of the Club.

g) Seek sponsors and/or financial assistance from the School as needed to ensure the Club is able to provide the objectives.
3. Uniform

a) The official colours of the Club shall be royal blue and gold to represent the School sports uniform.
b) The Club colours are to be worn by all representing the School and/or Club in netball competitions.
c) For any changes to the uniform, the School Board must be approached for approval.

4. Powers

a) The Association has the powers of an individual.
b) The Association may, for example:
   i. Enter into contracts.
   ii. Acquire, hold deal with, and dispose of property.
   iii. Open and operate bank accounts.
   iv. Make charges for the services and facilities it supplies.
   v. Appoint agents to transact any business of the Association on its’ behalf.
   vi. Do other things necessary or convenient to be done in carrying out its affairs.

5. Membership

Membership of the Association is open to any person from OLG PS whom wishes to further the interest of the Club.

a) Classes of Membership:
   i. Non Playing Member - being any parent/guardian of one or more junior members who have not reached their 18th birthday by December of the year.
ii. Junior Members - any player or umpire, who have not reached their 18th birthday by December of that year and registered with the Club. If the Umpire is not a student of OLG PS then their parent/guardian must have a student at OLG PS, or be an employee of the School. Junior members shall not be eligible to vote, or hold office, or take part in business procedures at meetings. Only one parent/guardian is able to represent any necessary vote.

iii. Associate Members - any coaches, managers, or umpires, who are either a parent or teacher of OLG PS. Only one parent/guardian is able to represent any necessary vote.

iv. Special Member - coaches, managers, or umpires, who are not or do not have a parent/guardian or employee from OLG PS.

v. The number of members is unlimited.

b) New memberships:

i. Completion of the relevant registration form and payment of the appropriate membership fee at the time of annual club registration will automatically confer junior, non-player or associate membership as per the membership classes set out in clause 5.1. Registration must include any WA Working with Children Check Certificates that are applicable.

ii. An application for special membership must be in writing to what position, and sign the Member Protection Declaration (MPD) form, and include any WA Working with Children Checks required.

iii. Membership is to be decided by the Management Committee.

b) Administration of Special Membership:

i. The Management Committee must consider an application for special membership at the next Committee meeting held after it receives the application for special membership.

ii. The Management Committee must decide at the meeting whether to accept or reject the application. Taking into account the result of
the police check and any other information the club has available to it also protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.

iii. If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as an associated member, the applicant will be accepted as an associated member. If the person is younger than 18 then they will be accepted as a Junior Member.

iv. The secretary of the Association must, as soon as practicable, after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

v. The information collected during screening (such as a completed MPD form, police records, and referee reports) is to be returned to the relevant person if that person is not appointed to the position, or otherwise destroy the information within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location by the Secretary.

d) Subscriptions of Members of Association:

The annual membership for all classes of membership shall be determined at a General Meeting at the beginning of each new season. The membership fee for all classes of membership:

i. Is the amount decided by the Management Committee and communicated to all members, and

ii. Is payable when, and in the way, the Management Committee decides.
6. Appeal Against Rejection or Termination of Membership

a) A member may resign from the Association by giving a written notice of resignation to the secretary.

b) The resignation takes effect at:
   i. The time the notice is received by the secretary; or
   ii. If a later time is stated in the notice - the later time.

c) The Management Committee may terminate a member’s membership if the member:
   i. Is convicted of an indictable offence, or
   ii. Does not comply with any of the provisions of these rules, or
   iii. Have membership fees in arrears for at least 2 months; or
   iv. Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.

d) Before the Management Committee terminates a member’s membership, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated using the ‘Member Protection Policy’.

e) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the secretary of the Committee must give the member a written notice of the decision.

7. Termination of Membership

a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.

b) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
c) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a General Committee Meeting to decide the appeal.
d) General Committee Meeting to decide appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

At the meeting:

i. The applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

ii. The Management Committee and the members of the Committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

iii. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

iv. If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

8. Management Committee

a) The Management Committee shall consist of the President, Vice-President, a Secretary, a Treasurer and any other members, the Association members elected to the Committee at an Annual General Committee Meeting (AGM) or appointed under sub-rule 10 a).

b) All members of the Committee must be a member of the Association and over 18 years of age as of April of the particular year.

c) The business and affairs of the Club shall be under the management and control of the Management Committee, provided however, that except in
the case of extreme urgency the Committee shall not take any action contrary to decisions made at a General Committee Meeting.

d) The Management Committee may, subject to the decisions made at ‘General Committee. Meetings’ exercise all the powers of the Club and do all such acts and things as may be done by the Club or which it considers necessary or expedient to carry out the objects of the Club.

e) The Management Committee shall meet as often as may be required to conduct the business of the Club. The President or the Secretary shall have the power to call a meeting of the Management Committee.

f) The Chairperson at all Management Committee meetings shall have a casting vote in addition to his/her deliberate vote.

g) The Management Committee shall have the power to delegate any of its power to a sub-Committee to deal with any particular matter or matters upon such terms as the Management Committee may think fit.

h) At each Annual General Committee Meeting (AGM) of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

i) The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.

j) The Management Committee shall have the power to control the funds of the Club and for that purpose to open and operate banking accounts, to invest funds in any manner, to acquire real and personal property of all descriptions and to sell or otherwise dispose of it and to give security therefore and generally to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Club.

9. Electing the Management Committee

A member of the Management Committee may only be elected in writing at or before the AGM and are as follows:
a) Any 2 members of the Association may nominate another member (the candidate) to serve as a member of the Management Committee.

b) Any 2 members of the Association may nominate a non-member (the candidate) who must then be accepted as a Special Member under Clause 5c) before they can take up a Management Committee position.

c) Each member of the Association present and eligible to vote at the Annual General Meeting may vote for 1 candidate for each vacant position on the Management Committee.

d) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

10. Vacancies on Management Committee

a) If a casual vacancy happens on the Management Committee, the continuing members of the Management Committee may appoint another member of the Association to fill the vacancy under a general committee meeting.

b) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.

11. Annual General Committee Meeting

a) The Annual General Committee Meeting (AGM) of the club must be held within two months before the end of the financial year (under sub rule 15).

b) The secretary shall give not less than 14 days' notice of the date of the AGM to all members.

c) All members may attend and only members present at the AGM are entitled to vote. The 'one vote per family' rules in means that family members who also act as coaches, umpires or managers will not be entitled to an additional vote.

d) A quorum for the AGM shall consist of at least two-thirds of the Committee. If no quorum is present thirty minutes after the time fixed for the
commencement of a meeting, it shall be adjourned to such time and place as the Chairperson shall decide.

e) A copy of the financial statements shall be available at the AGM.

f) The AGM may make any by-laws necessary for the proper administration of the club any by-laws so made shall be repealed, added to or amended.

g) The following business must be conducted at each AGM of the Association:

i. Present

ii. Apologies

iii. Confirmation of the minutes of the previous AGM

iv. President Report

v. Treasurer report

vi. Equipment and uniform report

vii. Election of new Management Committee

viii. Appointment of auditor

ix. General Business

h) The Management Committee elected at the end of the AGM shall assume office at the conclusion of the AGM.

12. General Committee Meetings

a) The Management Committee shall meet at such times as may be deemed advisable for the efficient working of the club.

b) To ensure the efficient running of the Club, meetings may be conducted either by electronic (Email) and/or personal availability to conduct Club business. This will introduce a new level of convenience and efficiency for members.
c) A meeting shall be called at the direction of the President, the Secretary or any requests of at least two members of the Committee.

d) Each Committee member shall be given seven days’ notice of the date of a personal appearance to any General Committee Meeting by the Secretary. Committee member meetings conducted electronically will be given direction under guidance the of the President.

e) The quorum at the Committee meeting shall be a simple majority of members.

f) Only members present at the meeting are entitled to vote, unless specified at the meeting that voting or decision making may be done after via email, if and when required.

13. Special Meetings

a) Special Meetings may be called by the Club Committee or at the request of the President and Secretary or at the request of at least two Committee members.

b) Each Committee member shall be given seven days’ notice of the date of any Committee meeting by the Secretary.

c) The quorum at the Committee meeting shall be a simple majority of members.

d) Notice of the Special General Committee Meeting shall be set out clearly the business for which the meeting has been called. No other Business shall be dealt with at the Special General Committee Meeting.

e) Only members present at the Meeting are entitled to vote.

14. Finance

a) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.

c) A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Committee Meeting. The Auditors report shall be attached to the financial report.

d) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

e) A payment by the Association may be made by cheque or electronic funds transfer.

f) When a payment of $100 or more is made, the cheque or electronic transfer must be signed (cheque) or electronically authorised (electronic transfer) by any 2 of the following:

   i. The president.

   ii. The secretary.

   iii. The treasurer.

   iv. Another member of the Association who has been authorised as a cheque signatory and electronic authoriser by the Management Committee.

  g) The Management Committee must decide the amount of funds to be kept in the account for the following year surplus.

  h) The income and property of the Association must be used solely in promoting the Association.

  i) The accounts, books and all financial records of the club shall be audited each year.

**15. Financial Year**

The end date of the Association's financial year is on the 30th December of each year.
16. Common Seal

a) The Management Committee must ensure the Association has a common seal.

b) The common seal must be:
   i. Kept securely by the Management Committee, and
   ii. Used only under the authority of the Management Committee.

17. Enforcement of the Constitution and By-Laws

a) The authority of the club shall extend to and be recognised by all members.

b) The Committee shall have the power to enquire into, deal with, and adjudicate upon all questions and disputes as to the interpretation of this Constitution and rulings or by-laws made hereunder, upon breach or alleged breach of this Constitution, its rulings and by-laws, and upon and complaint made to it of misconduct detrimental to the policy, interests or welfare of the club or by any person, or member. The Committee may caution, suspend, fine or otherwise deal with the person, or member concerned. Its decision shall be binding on all parties concerned.

c) All enquiries into any club matter shall be conducted in a fair and impartial manner having regard to the principles of natural justice. All concerned parties shall be entitled to be heard.

18. Alteration to the Constitution and By-Laws

a) No alteration, repeal or addition shall be made to the Constitution except at the Annual General Committee Meeting, or Special Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members 14 days prior to the Annual General Committee Meeting or 7 days prior to Special Meeting called for such purpose.
b) The secretary shall forward such notices of motion to each Management Committee member at least 14 days prior to Annual General Meetings or 7 days prior to a Special Meeting.

c) Any Changes to the Constitutions need the Our Lady of Grace School Board approval so that the club still adheres to the Catholic ethos and vision of the school.

d) Amendments and alterations of the By-Laws must remain in line with the ethos and vision of Our Lady of Grace Catholic Primary School and can be made at any meeting provided the notice of the proposed changes has been duly notified via mail or email to the Management Committee.

e) The Secretary shall forward such notices of motion to each Management Committee members prior to a meeting. Motions that need to be passed may do so via any form of correspondence after.

f) Motions may be passed via a majority vote from the Management Committee.

g) Within one month of passing of a Constitutional Alteration the Secretary must notify the Ministry of Fair Trading.

19. Dissolution

a) The Association may at any time call a meeting for the purpose of dissolution, with the consent of the majority. If upon the dissolution or winding up of the Club there remains monies, after the satisfaction of all its debts and liabilities, no payment shall be paid to or distributed among the members of the Club. The monies must be given to Our Lady of Grace Catholic Primary School in North Beach WA and/or a charity of choice determined by the consent of the members.

20. Indemnity

The Members of the Club which upon authority of the club, accept or incur a pecuniary liability on behalf of the club shall be indemnified by the Club against any personal loss thereof.