

1. RULES
2. REGULATIONS
3. BY-LAWS
4. CODE OF CONDUCT
5. HARASSMENT POLICY

**CONSTITUTION (RULES), REGULATIONS
AND BY-LAWS OF THE
Tableland Netball Association Incorporated**

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Rule 1 NAME AND COLOURS

1.1 The name of the Club shall be "Tableland Netball Association Incorporated", referred to here and after as the "Club".

1.2 The Club will be known as "TNA Dragons"

1.3 The Club's colours shall be any combination of colours of Blue, Orange, White and Red as determined by the Executive Committee.

1.4 The Club uniform will be as laid down in the Regulations

Rule 2 OBJECTIVES, PURPOSE AND POWERS:

The objectives and purpose of the Club are:

2.1 To promote and encourage the game of Netball and to encourage the principle of fellowship among its members.

2.2 To promote and support the Club's Mission Statement as contained in the Club's Business Plan.

2.3 To engage in competition Netball and to develop netball competitions across the tablelands.

2.4 To register new members.

2.5 To raise monies, conduct social activities and obtain sponsorship to allow the purchase of equipment and to engage in such other activities considered necessary to promote the interests of the Club.

2.6 To ensure proper management of Club finances.

2.6 To employ and remunerate suitably qualified persons as may be necessary for the purpose of carrying out any of the objectives of the Club.

2.7 To do all acts, matters and things that are or may be incidental to the foregoing objects or any of them and it is hereby declared that it is the intention of the Club that the objects specified in each of the paragraphs of the rule shall (except where otherwise expressed in a paragraph) be construed in the most liberal way and not be limited or restricted by reference to or inference from the terms of the first or any paragraph or the name of the Club.

Rule 3 STATEMENT OF AFFILIATION, REGULATIONS AND BYLAWS:

3.1 The Club will affiliate with and follow and be governed by the rules and regulations as enunciated and decreed by Netball Queensland from time to time.

3.2 The Club may affiliate with other associations, as it deems necessary for the purpose of carrying out its aims and objectives.

3.3 The Club may accept affiliation from other associations or Committees with similar aims or objectives and allow these associations or Committees to have representation on such sub-committees as it sees fit.

3.4 The Club may appoint such delegates, as it deems necessary to represent it on any committee of any associations with which the Club is affiliated or any association, which is an affiliate of the Club.

3.5 The Club may establish Regulations for the proper working of the Club provided they are not in conflict with the Rules stated in this Constitution.

3.6 The Club may establish By-Laws governing competition as long as said By-Laws are not in conflict with Rules as are promulgated by either the Netball Queensland or the Netball Australia Inc. or committees of those Associations

Rule 4 MEMBERSHIP, SEASON AND FEES

4.1 Membership of the Club shall be open to all persons who agree to uphold the objectives of the Club and who are registered with the Club with the sanction of the Executive Committee.

4.2 Subject to sub-rules 4.5, 4.6 and 8.5, membership will be on an annual basis from date of registration and ending on the 31st of December each year.

4.3 All financial members have full rights and obligations of membership of the Club as detailed in these Rules, Regulations or By-Laws unless otherwise indicated in these rules.

4.4 Membership applications must be made to the Club via methods approved by the Executive Committee.

4.5 Categories of Membership:

4.5.a. Playing members

(i) Senior Playing Member - have full membership rights.

(ii) Junior Playing Member - have full membership rights of a Senior Playing Member.

Junior Playing Members may grant their voting rights to a parent/guardian. Proxy members must be over the age of 18. In this paragraph "Junior" means a player who is under 18 years of age at 31st December in the season of membership.

(iii) The number of playing members is unlimited.

4.5.b. Associate members - have full membership rights excluding playing rights and are NOT entitled to a vote at any association meetings. Associate members must be adults according to the laws of Her Majesty's Government of Queensland.

(i) The number of Associate members is unlimited.

4.5.c. Honorary members

(i) The players of any other club affiliated with Netball Queensland who visit the Club on any day for the purpose of playing netball against the Club shall be honorary members of the Club for that day.

(ii) The officials of a Club referred to in sub-paragraph (i) hereof provided that the maximum number of such officials shall not exceed ten (10) shall be honorary members of the Club for that day.

(iii) The Executive Committee and/or President shall have the power to elect as honorary members for any period not exceeding one month any person who is a member of an interstate Netball Club which is visiting the tablelands region.

4.5.d. Honorary members shall have full membership rights save and except as follows:

(a) they shall not be eligible to be elected as members of the Executive Committee

(b) they shall not be entitled to vote on any issue

(c) they shall not be entitled to receive any notice required to be given to members with full membership rights

(d) they shall not be entitled to introduce visitors.

(e) Honorary members shall not be liable to pay any subscription.

4.6 Life Members – As previously nominated and successfully voted for subject to Rule 11.

4.7 The category of any person's membership will be determined by the Executive Committee. Where dual membership categories apply, a single category of any person's membership will be determined by the Executive Committee subject to the proviso that the member will not be disadvantaged by that determination.

4.8 The membership fee for each ordinary membership and for each other class of membership is

(i) the amount decided by the Executive Committee.

(ii) is payable when, and in a way the management committee decides.

Rule 5 ENDING MEMBERSHIP

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

5.2 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) has 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.

5.3 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.

5.4 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.

Rule 6 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

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

6.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

6.3 If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a special meeting to decide the appeal.

Rule 7 OFFICERS, TERM OF OFFICE AND FILLING OF VACANT OFFICES:

7.1 The Management Committee of the Club will consist of Fifteen (15) members. Within the Management Committee the positions of President, Secretary, Treasurer, Vice President & Facilities Coordinator will fill the five (5) positions on the Executive Committee.

7.2 Titles of Officers :

ELECTED MANAGEMENT COMMITTEE OFFICERS Number of Officers

- * President 2
- * Vice President 1
- * Secretary 2
- * Treasurer 2
- * Facilities Coordinator 1
- Junior Coordinator 1
- Senior Coordinator/Games Manager 1
- Net Set Go Coordinator 1
- Grants & Sponsor Coordinator 1
- Events & Fundraising Coordinator 1 Website
- & Social Media Coordinator 1
- Uniforms & Merchandise Coordinator 1
- Registrar 1
- Disputes Officer 1
- Canteen Coordinator 1

ELECTED OFFICER Number of Officers

Auditors 2

APPOINTED OFFICERS Number of Officers

in Patron 1

Team Officials No limit

- Indicates automatic member of Executive Committee.

7.3 Election of management committee:

(i) The management committee shall be elected at the Annual General Meeting or any General meeting of the Club in accordance with its rules.

(ii) All members of the management committee must be elected with the exception of filling a casual vacancy.

7.4 Regulations may be made setting out duties for each Office of the Club.

7.5 All Appointed Officers shall be vacated at the first Executive Committee meeting following the Annual General Meeting at which meeting or a subsequent meeting the Appointed Officers for the ensuing twelve months shall be appointed by the Executive Committee.

7.6 The Elected Officers which form the Management Committee shall be vacated every year at the appropriate Annual General Meeting subject to the following rules:

(i) The offices of President, Vice President, Secretary, Treasurer, Facilities Coordinator, Senior Coordinator, Grants & Sponsorship Coordinator, Website & Social Media Coordinator, Equipment Coordinator and Player Liaison Officer and all other offices which form the Management Committee will be vacated at an Annual General Meeting or where this is not possible will be carried forward until the next Annual General Meeting or called Special General meeting after the scheduled Annual General meeting.

(ii) Where a vacancy exists for an Elected Office or where an appointment has been made to any Elected Office in accordance with sub-rules 7.6 and 7.13 below and that office is not due to be filled by election until the Annual General Meeting subsequent to the Annual General Meeting following the occurrence of the said vacancy or appointment, such Elected Office will be filled by election by simple majority for a twelve month period from the first available Annual General Meeting subsequent to the occurrence of the said vacancy or appointment.

7.7 All Officers are eligible for re-election or re-appointment.

7.8 Nominations for Vacant Elected Offices to be filled at the Annual General Meeting must be in writing and in the hands of the Secretary prior to the commencement of elections. Where there are not enough nominations in writing to fill the number of vacant Elected Offices those persons who have nominated orally will be elected to those Offices. The Executive Committee shall have the power to appoint members to any then vacant Elected Offices at its meeting following the Annual General Meeting or a subsequent meeting, but in accordance with sub-rule 7.5, the Office will only be filled until the next Annual General Meeting.

7.9 Nominations for Vacant Appointed Offices appointed by Executive Committee must be in writing and in the hands of the Secretary on or prior to the Annual General Meeting.

7.10 Subject to sub-rule 7.11 candidates for election or appointment to Offices other than Patron must be financial members of the Club at the time of the election or appointment.

7.11 Where a person desirous of filling an Office indicates an intention to become a member, that person may fill a vacant Office. Any person filling an Office in such circumstances must take all necessary steps to become a financial member within twenty-one days of the election or appointment or the election or appointment shall lapse.

7.12 The Management Committee may create such other Offices and take action to appoint persons to fill them as it sees fit. Any such Office shall cease to exist on the date of the ensuing Annual General Meeting.

7.13 Any person may at the pleasure of the Annual General Meeting occupy more than one Office or where an appointment is being made by the Executive Committee or a Special General Meeting, at the pleasure of the Executive Committee or Special General Meeting as appropriate.

7.14 Elected or Appointed Officers may be removed at the Annual General Meeting or by a Special General Meeting called for that purpose on the carrying of a motion to that effect. Such motion must be submitted together with the demand of the Special General Meeting via Rule 11. Appointed Officers may also be removed by a resolution of the Executive Committee.

7.15 A member of the management committee may resign from the committee by giving written notice of resignation to the secretary. 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.

7.16 A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

7.17 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

7.18 A member has no right of appeal against the members removal from office under this rule.

7.19 Any “Elected” Officer vacated between consecutive Annual General Meetings may be filled either by the Executive Committee or at a Special General Meeting called for that purpose. All appointments under this sub-rule to “Elected” offices made by the Executive Committee shall be ratified at the subsequent Annual General Meeting.

7.20 Any extraordinary vacancy for an “Appointed” office shall be re-filled by the Executive Committee until it is vacated under sub-rule 7.5.

7.21 Any office bearer granted a clearance to another Club shall not forfeit his/her membership but shall forfeit his/her seat on the Executive Committee or any sub-committee of the Club.

Rule 8 MANAGEMENT COMMITTEE

8.1 The Management Committee shall consist of twelve (12) members.

8.2 The members shall be the President, Vice-President, Secretary, Treasurer, Facilities Coordinator, Senior Coordinator, Junior Coordinator, Net Set Go Coordinator, Grants & Sponsorship Coordinator, Events & Fundraising Coordinator, Website & Social Media Coordinator, Uniform & Merchandise Coordinator and Registrar.

8.3 The Management Committee shall endeavour to meet at least once monthly or no longer than 6 weeks.

8.4 The Management Committee shall be responsible for the administration of the Club and control all matters concerning the Club.

8.5 The Management Committee shall be empowered to reprimand, fine, suspend or expel any member who in the opinion of the Committee has acted against the best interests of the Club.

8.6 The Management Committee shall make such payments from the funds of the Club as are from time to time necessary for the functioning of the Club and shall authorise all purchases by or on behalf of the Club.

8.7 If any Officer of the Management Committee is absent from two consecutive meetings without an apology prior to those meetings or feasible excuses acceptable to the Management Committee, the Office shall be automatically vacated and the vacancy filled in accordance with sub-rule 7.18

8.8 All resignations by Elected Officers on the Management Committee shall be submitted in writing to the Secretary and tabled at the next Management Committee meeting for consideration.

Rule 9 EXECUTIVE COMMITTEE

9.1 The Executive Committee shall consist of five (5) members.

9.2 The members shall be the President, Vice President, Secretary, Treasurer and Facilities Coordinator.

9.3 The Executive Committee shall be responsible for all decisions to spend amounts greater than \$100. Decision of this nature must be made after a vote has been held and a majority of the Executive Committee is in agreement.

9.4 The Executive Committee may be required from time to time, make decisions on behalf of the Management Committee where a quorum of the Management Committee was not possible due to time constraints.

9.5 Decisions made by the Executive Committee must be discussed at the next meeting of the Management Committee.

Rule 10 THE ANNUAL GENERAL MEETING

10.1 The Annual General Meeting shall be held at a time and place decided by the Management Committee.

10.2 Notice of the annual general meeting is required to be given to all financial members and office bearers not less than twenty-one (21) days prior to date of the proposed meeting. Email, website and social media are all considered accepted forms of communication.

10.3 Every office bearer and member shall be provided with a copy of the agenda of such a meeting.

10.4 The President shall chair the Annual General Meeting of the Club. If the President is absent the financial voting members present shall appoint one of their Executive Committee to chair the meeting.

10.5 Regulations may be made detailing what the order of business of the Annual General Meeting shall be.

Rule 11 SPECIAL GENERAL MEETING

11.1 A Special General Meeting shall be called by the Secretary within ten days of the receipt of a demand stating the purpose of such meeting and giving the motions, which the persons desiring the meeting intend to put.

11.2 Notice of the special general meeting is required to be given to all financial members not less than twenty-one (21) days prior to date of the proposed meeting. Email, website and social media are all considered accepted forms of communication.

11.3 Any request for a Special General Meeting shall be signed by ten (10) financial members (to be financial both at the date of the demand and the Special General Meeting) OR signed by a quorum of the Executive Committee.

11.4 All persons signing such demands shall be in attendance or the Chairperson shall declare the motion for which the meeting was called invalid.

11.5 The Chairperson (President) or in his/her absence, the Vice President shall chair a Special General Meeting of the Club provided that if both the Chairperson and Vice President are absent the financial voting members present shall appoint one of their Executive Committee to chair the meeting.

Rule 12 NOTICE OF MANAGEMENT / GENERAL MEETING

12.1 The secretary may call a general meeting of the association.

12.2 The secretary must give at least 7 days' notice of the meeting to each member of the association.

12.3 If the secretary is unable or unwilling to call the meeting, the president must call the meeting.

12.4 The management committee may decide the way in which the notice must be given.

Rule 13 MEETING MINUTES

13.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book or laptop.

13.2 To ensure the accuracy of the minutes—

- (i) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- (ii) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

13.3 If asked by a member of the association, the secretary must, within 28 days after the request is made—

- (i) give the member copies of the minutes of the meeting.

13.4 The association may require the member to pay the reasonable costs of providing copies of the minutes.

Rule 14 VOTING AND QUORUMS

14.1 At the Annual General Meeting and at a Special General Meeting, each financial member over the age of 18 years at the date of the meeting and present at the meeting shall be entitled to one vote by show of hands or poll, subject to sub-rule 14.4. The decision as to whether there shall be a vote by show of hands or poll shall be taken by the meeting.

14.2 At a Management Committee meeting, each officer of the Management Committee shall be entitled to one vote by show of hands, subject to sub-rule 11.4.

14.3 At any meeting of the Club, the person chairing such meeting shall have a casting vote only.

14.4 All decisions, elections, appointments and questions at all meetings of the Club shall be resolved by a simple majority except as otherwise provided in this Constitution.

14.5 The quorum for an Annual General Meeting or Special General Meeting is ten (10) eligible voting members.

14.6 The quorum for a Management Committee/ General meeting shall be five (5) eligible voting members.

14.7 The quorum for an Executive Committee or any sub-committee meeting shall be more than half of the number of members on the Executive Committee or sub-committee as appropriate

14.8 If no quorum is present within thirty minutes of the appointed time of commencement of a meeting of the Club, such meeting shall be adjourned for a period of at least one week (7days) and if at such adjourned meeting, there is no quorum present, those members who are present and entitled to vote shall be deemed to be a quorum for the purpose of the business to be discussed.

Rule 15 REQUIREMENTS FOR LIFE MEMBERSHIP

15.1 The Annual General Meeting or Special General Meeting shall have the power to elect Honorary Life Members. Such membership may be awarded to persons who have rendered special service to the Club or game of Netball as recommended by the Executive Committee. Life members may be elected only at the Annual General Meeting or Special General Meeting of the Club and by 3/4 majority of members present. The appointment of a Life Member carries with it presentation of a Life Member's Certificate.

Rule 16 BANK ACCOUNTS AND SIGNATORIES

16.1 The bank account(s) or account(s) of the Club shall be kept with the Bank(s) or other financial institution(s) approved by the Executive Committee.

16.2 All four of the Executive Committee Officers shall be signatories for all of the Club's bank or other accounts.

16.3 The Treasurer will maintain a register of all Club bank accounts and investments and all signatories thereto.

16.4 Where the Executive Committee authorises the opening of any bank account for a special purpose of the Club, other signatories may be approved in addition to those stated in sub rule

14.2 but it shall be a necessary condition that at least one of the signatories for any withdrawal or cheque shall be a member of the Executive Committee.

16.5 Any withdrawal on behalf of the Club shall be attested to by at least two signatories, digital or otherwise.

16.6 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

16.7 A payment by the association of \$100 or more must be made by cheque or electronic funds transfer. If a payment over \$100 or more is made, the transaction must be authorised by any 2 of the following

(a) President

(b) Secretary

(c) Treasurer

(d) Vice President

(e) any 1 of 3 members of the association who have been authorised by the management committee to sign cheques issued by the association. However, 1 of the persons who signs the cheque must be the President, Secretary, Treasurer or Vice President.

Rule 17 FINANCIAL YEAR

17.1 The Financial year of the Club shall end on the thirtieth day of December in each year.

Rule 18 AUDIT

18.1 As soon as possible after the end of the financial year, and whenever requested by the President, the Treasurer will have the books of account audited by the Auditor who shall report to the members at the next Annual General Meeting in respect of the books of account and the financial statements prepared therefrom, or back to the President as appropriate. The auditors shall carry out any other inquiries during the year to check custodianship of Club funds.

Rule 19 SUBSCRIPTIONS

19.1 The fees to be charged each season for all categories of membership shall be decided by the Management Committee. Regulations may be made fixing the due dates for payment of those fees. The fees must be set at a level sufficient to meet all costs including a contribution towards Club facilities. No Member may play netball if they are not a financial member of the Club.

Rule 20 DEFINITION OF "FINANCIAL" AND EFFECTS OF BEING "UNFINANCIAL"

20.1 The Executive Committee may at its discretion waive all or part of any member's subscription in exceptional circumstances including hardship.

20.2 Where goods are purchased, services supplied or a payment is made on behalf of any member on the Club account, that member must have a purchase order where applicable signed by the Club Treasurer. The member in receipt of the goods or services, or indebted to the Club is un-financial after 30 days have elapsed from the receipt by him of an invoice for payment of the outstanding amount if such amount has not been paid to the Club during that period.

20.3 No member shall be allowed to play whilst he/she is un-financial without the approval of the Executive Committee.

20.4 The coaches and selection panel shall ascertain from the Treasurer each member's financial status before selecting him/her to play.

20.5 An un-financial member will not have the power to vote at any Club meeting. (Treasurer to advise Chairperson of eligibility before each meeting).

20.6 Persons who cease to be members during a season shall not be entitled to a refund of any subscriptions paid but the Executive Committee may at its pleasure calculate and pay him/her an appropriate amount.

Rule 21 HONORARIA

21.1 An honorarium may be paid to any person occupying an Office of the Club or any Club member. The Management Committee shall consider each case on its merits.

Rule 22 GRIEVANCES

22.1 Complaints may be made in writing 3 days after but no longer than 7 days after the "incident" to the Secretary for transmission to the Management Committee who will hear the case and read a decision.

22.2 If the complainant does not agree with the decision they shall have the right to request the Management Committee to reconsider its decision once only. Such request must be made in writing to the Secretary within three days of notification of the decision of the Management Committee and must be heard within seven days with at least two thirds of the members of the Executive Committee present.

22.3 If after the Management Committee has reconsidered their decision, the complainant is still not satisfied with the decision, he/she may appeal through the Secretary to a Special General Meeting for his/her grievance to be heard within ten days of receipt by the Secretary of the appeal. Any such appeal must be endorsed by at least ten (10) other financial members of the Club as required in Rule 10. The decision of the Special General Meeting shall be final.

Rule 23 INJURED PLAYERS

23.1 The Club shall not be held liable for any injury sustained by a Club member during any Club activity or for any treatment administered to a player or member by any Sports Injuries Officer.

Rule 24 ALTERATION TO CONSTITUTION

24.1 The Constitution may be added to, repealed or amended at either an Annual General Meeting or a Special General Meeting. Any addition, repeal or amendment to be proposed at an Annual General Meeting by a member must first be submitted in writing, duly seconded, to the Secretary at least 60 days before the Annual General Meeting for it to be considered at that meeting. An amendment, repeal or addition is only valid if it is registered by the chief executive. The Management Committee may at its discretion, add to, repeal or amend the Constitution at an Annual General Meeting or a Special General Meeting, providing members with 21 day's notice of meeting.

24.2 No motion to add to, repeal or amend the Constitution shall be passed unless it is carried by at least a 3/4 majority of those members present and entitled to vote at the meeting on the resolution.

Rule 25 ALTERATION TO REGULATIONS AND/OR BY-LAWS

25.1 Regulations and/or by-laws may be created, rescinded, added to or amended by a resolution of at least 2/3 of the Management Committee. Any variation to the Regulations must be ratified by the next Annual General Meeting or at a Special General Meeting (by a simple majority) or they will lapse. An Annual General Meeting or Special General Meeting may vary the notice to that in Rule 25 is given.

Rule 26 INTERPRETATION

26.1 All disputes as to the meaning of this constitution shall be decided by the Management Committee whose decision shall be final. If a matter arises which, in the opinion of the Management Committee, is not provided for in the rules of the Constitution or the Regulations or By-laws, the matter shall be determined by the Management Committee in the manner that it thinks fit and its decision shall be binding.

Rule 27 NOTICES

27.1 Any notice sent by post or email shall be deemed served on all members at the expiry of 48 hours after posting or emailing and it shall be sufficient proof of service to show that the email address was correct or that the notice was properly addressed and that the envelope was stamped and posted. Notices need not be signed personally.

Rule 28 PROPERTY OF THE CLUB

28.1 No member shall by reason of their membership of the Club have any transferable or assignable interest in the property of the Club whether by operation of law or otherwise. Upon a member ceasing to be a member of the Club any interest in any property of the Club shall cease.

Rule 29 INDEMNITY

29.1 No member of the Committee shall be liable for the acts, defaults, neglect or receipts of any other member of the Management Committee or for any loss or expense incurred to or by the Club through the insufficiency or deficiency of title to any property acquired by or of the Management Committee for or on behalf of the Club or for the insufficiency or deficiency of any security in or upon which any of the monies of the Club are invested or for any loss or damage arising from the bankruptcy insolvency or tortuous acts of any person with whom any monies securities or effects are deposited or for any other loss damage or misfortune whatsoever that may happen in the execution of his or her duties unless the same occurred through his or her own wilful act or default.

Rule 30 SEALHOLDERS AND PUBLIC OFFICER

30.1 The Club shall provide a Common Seal with the name of the Club thereon, and such seal shall be affixed to all Deeds or Documents requiring execution by the Club. Every instrument to which the seal is attached shall first be approved by the Executive Committee and shall be signed by President and Secretary of the Club who shall be the Sealholders for the Club. The Executive Committee shall give directions from time to time as to the safe custody of the seal. The Secretary shall be the Public Officer for the purpose of the Associations Incorporation Act 1956-1965 (as amended) and in the event of a vacancy in the Office of Secretary, the Executive Committee may appoint another member of the Executive Committee as Public Officer until the Office of Secretary is filled.

Rule 31 REGISTER OF MEMBERS

31.1 The management committee must keep a register of members of the association.

31.2 The register must include the following particulars for each member—

- (i) the full name of the member;
- (ii) the postal or residential address of the member;
- (iii) the date of admission as a member;
- (iv) the date of death or time of resignation of the member;
- (v) details about the termination or reinstatement of membership;
- (vi) any other particulars the management committee or the members at a general meeting decide.

31.3 The register must be open for inspection by members of the association at all reasonable times.

31.4 A member must contact the secretary to arrange an inspection of the register.

(i) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

Rule 32 DISSOLUTION AND ALLOCATION OF EQUIPMENT AND MONEY

32.1 If at any time the Executive Committee considers that the Club should be dissolved, it shall submit its reasons to a Special General Meeting convened for that purpose. If a resolution dissolving the Club is carried by a majority of the members present and voting at the meeting, all real and personal property of the Club shall be realised and sold and the debts owed to the Club recovered and the proceeds applied in the discharge of the liabilities of the Club and the expense of liquidating the same and the balance (if any) donated to a suitable charity.

2. REGULATIONS

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REGULATIONS OF THE Tableland Netball Association INCORPORATED

Regulation 1. CLUB MONOGRAM

1.1 The Club's monogram will be TNA

Regulation 2. UNIFORMS AND ACCESSORIES AND BADGE

2.1 Uniforms and accessories and the Club badge are to be designed and supplied upon such terms, as the Executive Committee shall from time to time direct.

Regulation 3. DUTIES OF OFFICERS OF THE CLUB

Duties of Officers of the Club

3.1 Duties of the Officers of the Club are as per Role Descriptions

Regulation 4. APPLICATIONS

4.1 The Executive Committee may call for applications from any person wishing to become a member or to renew membership of the Club. Completion of such application may but will not necessarily be a pre-condition of membership. The Executive Committee may refuse without stating its reasons, and application from any person for new membership.

Regulation 5. DATES FOR PAYMENT OF SUBSCRIPTIONS

5.1 For Senior and Junior Players - the total fee determined by the executive committee in accordance with Rule 15 must be paid prior to the commencement of the playing season, or by payment due date to be set by Executive Committee.

Regulation 6. RULES OF BUSINESS PROCEDURE

6.1 All meetings of the Club shall be opened by the President as appropriate and shall proceed in the following order: Apologies Minutes of previous meeting to be read and accepted Discussion on business arising from minutes and information Correspondence Business arising from correspondence. Business shall then continue in the following order for the following types of meetings: Annual General Meeting: Receipt and adoption of the Audited Statement of Receipts and Payments for the previous financial year. Ratification of any matters required by the Constitution. Adoption of Annual Report. Amendments to the Constitution and ratification of variations to the Regulations made by the Executive Committee. Election of "Elected Officers" and Sub-committees. Election of Life Members General Business. Executive Committee: Financial Statement Reports on visits, matches, social events Official Club reports General Business Sub-committees: Financial Statement Reports on events, functions Business for which sub-committee formed to process General Business

Regulation 7. RULES OF DEBATE

The following rules of debate shall be adhered to for all meetings of the Club:

7.1 Every member shall rise to address the Chair.

7.2 No question shall be discussed until a motion has been propose and seconded.

7.3 No member shall be allowed to speak more than once on any motion except in explanation or contradiction of a mis-statement, with the exception of the mover of the motion who shall have the right of reply.

7.4 If the formal adjournment motion is put by a member and the motion is lost, it may not be moved again for at least fifteen minutes.

7.5 Point of order - Any person may rise on a point of order, which must be heard by the President or Chairperson immediately.

Regulation 8. LOCAL PLAYING LAWS

8.1 The Executive Committee have the right to alter, amend and create any rules including playing rules to adhere to the best interest of the club and games. These rules will be the basis of the Handbook and will be reviewed annually.

8.2 These rules will be fair and only apply to TNA club games.

8.3 These rules will be voted by Management Committee and will be enforceable from day of the vote.

8.4 All members will be informed of any rule changes made by the Management Committee via email and other approved social media outlets.

Regulation 9. CONSTITUTION REVIEW

9.1 The Tableland Netball Association Constitution will be reviewed at least every 3 years to ensure it is still relevant to the way the Club is managed.

3. BY-LAWS

BY-LAWS OF THE Tablelands Netball Association INCORPORATED

BY LAW 1 CLEARANCES

1.1 All clearance applications received by the Secretary within seven days of an Executive Committee meeting shall be considered by that Committee. In the event that no meeting is scheduled within seven days, the Emergency Sub-committee will meet to consider the clearance.

BY LAW 2 INTERNAL COMPETITIONS

1.2 In any internal competition run by the Club and variation to the playing rules must first be approved by the Executive Committee.

4. CODE OF CONDUCT

The Code of Conduct has been developed for all members and persons participating in Club activities or representing the Club at Netball Queensland or Netball Australia. This Code is in addition to that governing behaviour in the Club rooms as set out in the TNA Club Code of Conduct.

PLAYERS

Players are expected to:

- Compete by the competition conditions and rules. Verbal abuse against umpires, opposing coaches, team officials, players, scorers or fans will not be tolerated. Control your temper and remember you can't change the past so focus on your game to help the team achieve a win.
- Co-operate with your coach and team-mates. Show respect for your opponents and their skills.
- Be friendly to all participants; acknowledge all good plays whether they are by your team or the opposition.
- Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
- Report all medical issues and injuries to a coach or trainer and seek proper treatment when necessary.
- Pay fees by Registration Day or not be eligible for selection. Auto direct credit payments.

Players are expected NOT to:

- Smoke on the court or during a game when named on the team sheet, use chewing tobacco or drugs of any kind unless prescribed by a licensed physician.

- Behave in a manner that is likely to result in loss of or damage to private property or to cause a disturbance.
- Abuse equipment such as climbing on netball poles. Players will be held responsible for replacing equipment/property damaged by such abuse.

Remember it's a game - so play for the fun of it.

COACHES / MANAGERS

Coaches and Managers are expected to:

- Set the example for the players, parents and spectators through their own behaviour (on and off the court).
- Provide supervision of the behaviour of the team at all times.
- Not criticise or ridicule players in front of spectators, parents and other teams but provide constructive criticism with a player in private.
- Accept decisions of the umpire as being fair and called to the best of their ability but by all means challenge decisions if a rule is breached or not applied properly. Do not abuse or ridicule the umpires, nor allow your players to do so. Do not embarrass your opponents.
- Develop team respect from opponents, spectators and officials. Do not criticise other teams, supporters or officials by words or gestures.
- Encourage sportsman like behaviour among the players.
- Ensure whenever possible all players have equal time on the court.
- Provide assistance with coaching expertise and knowledge to developing teams.
- Be aware of any players with medical or injury problems.
- Enforce this Code of Conduct including non-selection of un-financial players and bring any breaches to the attention of the Executive Committee.

PARENTS & SPECTATORS

Parents and spectators are expected to:

- Respect the facilities of our Club and any netball venue attended so that the Club's name is not tarnished.
- Respect officials' decisions and teach children to do likewise.
- Remain outside the playing court other than if required through player injury to enter as only team personnel (coaches, players, team officials are allowed on the court.)
- Encourage children to participate, according to the rules, do not force them. Focus on the child's efforts and performance rather than winning or losing. Remember that children play sport for their enjoyment, not yours. Never ridicule or scold children for making a mistake, positive comments are motivational.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Abide by the liquor license governing alcohol sale and consumption on the Club's premises and no alcohol is to be brought onto the premises for consumption.
- Show appreciation of volunteer coaches, officials and administrators. Without them, the game could not proceed. Volunteer yourself to spread the load and build a stronger Club. Any breach of this Code will be dealt with by the Executive Committee and appropriate action decided upon which may include Club or playing suspension. It is assumed all persons associated with the Club are aware of

this Code and such will be issued to all players.

5. HARASSMENT POLICY

Tableland Netball Association is committed to providing a sporting environment free of harassment. We believe that anyone who represents the Club has the right to be treated with respect and dignity. Harassment will not be tolerated in our Club. All complaints will be taken seriously, and we will ensure they will be dealt with promptly with sensitivity and confidentiality. Disciplinary action can be taken against the person(s) who may be found in breach of this policy.

President
Mikaela Foot

DATE

Secretary
Lyndall Mitchell

DATE
