



**WDNA**

*Wanneroo Districts Netball Association Inc.*

# BY-LAWS

PO Box 116,  
LANDSDALE WA 6065

Tel: 08 9409 9950 Fax: 08 9409 9087

Email: [enquiries@wdna.com.au](mailto:enquiries@wdna.com.au)  
Website: <http://www.wdna.net.au>

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## **1. THE BOARD**

### **1.1 NOMINATIONS**

- 1.1.1 Nomination forms shall be posted with the minutes of the Board meeting held in November.
- 1.1.2 The prior consent of any nominee shall be necessary. All nominees must be a minimum age of 18. Nomination forms must be signed by the nominee.
- 1.1.3 Nominations for all Board positions shall be received by the Association Manager at least 14 days prior to the Annual General Meeting with the exception of appointments.
- 1.1.4 Prior to the acceptance of any nomination, the Association Manager must ensure that the nominee is not:
  - an undischarged bankrupt or one whose affairs are under insolvency law;
  - convicted with an offence involving fraud or dishonesty punishable on conviction by 3 months or more imprisonment and;
  - have been convicted of an offence in connection with the promotion, formation of management of a body corporate, including duties under the law.
- 1.1.5 Any person nominating for the position of President or Vice President must have been a member of WDNA for a minimum of two previous winter seasons.

### **1.2 ELECTIONS**

- 1.2.1 Should more nominations than are required be received at the close of the nomination period, the Association Manager shall send the nominee summaries to all members via email within 24 hours of the close of nominations with the advice that an election will be held.
- 1.2.2 The Proposer of the Nominee shall be required to speak to the nomination at the AGM prior to a vote being taken. If the Proposer is not available, then the Secunder shall speak to the nomination.
- 1.2.3 Should insufficient nominations be received prior to the Annual General Meeting nominations for the vacant positions will be taken from the floor. If this still results in insufficient nominations to fill all Board positions the Elected Board has the right to co-opt and bring to the next Board Meeting names of nominees to be voted on by those elected members.
- 1.2.4 Members of the Board so elected shall assume office at the conclusion of that meeting and shall hold office until the conclusion of the Annual General Meeting in the following year. Such members shall make themselves available for the Saturday Competitions.

### **1.3 CONFLICT OF INTEREST ISSUES ON COURT**

Should an on court or umpiring issue arise during the winter or spring season, it is preferable that any Board Member attending the problem do not have personal interest with either club (in accordance with their declaration form) involved. However if this is not possible due to lack of volunteers or if greater numbers are needed to control the situation, the attendance of all parties and their affiliation must be noted in the Day Book and reported to the relevant Convenor or DOC.

### **1.4 DECLARATION OF INTEREST**

A Board Member shall, as soon as possible after taking up their position on the Board or as a Convenor, complete a declaration form and declare the following:

- (1) Club Affiliation for the purpose of voting.
- (2) Life Membership of any Club at WDNA.
- (3) Club that any children play for at WDNA.

## **2. MANAGEMENT**

- 2.1 Management of the Association shall be vested in the Board, elected or appointed, and consist of:-

- 2.1.1 President  
Vice President  
Director of Competitions  
Director of Finance & Administration  
Director of Planning  
Director of Marketing & Grants  
Director of Forward Planning & Events  
Board Members (2)

## 2.2 COMPETITIONS MANAGEMENT

- 2.2.1 Management of the Competitions shall be under the direction of the Board,

## 3. CONVENORS

- 3.1 The Convenor of each ad-hoc committee shall be appointed by the Board at the first Board meeting.
- 3.2 Reports to be produced by all Convenors for presentation to the Director of Competitions
- 3.3 **CONFLICT OF INTERESTS – Convenors**  
Should an on court or umpiring issue arise during the winter or spring season, it is preferable that any Convenor attending the problem do not have an affiliation with either club (in accordance with their declaration form) involved. However if this is not possible due to lack of volunteers or if greater numbers are needed to control the situation, the attendance of all parties and their affiliation must be noted in the Day Book and reported to the relevant Convenor or DOC.
- 3.4 **DECLARATION OF INTEREST– Convenors**  
A Convenor shall, as soon as possible after taking up their position on the Board or as a Convenor, complete a declaration form (to be drawn up by the Assn Manager) and declare the following:
  - (1) Club Affiliation for the purpose of voting.
  - (2) Life Membership of any Club at WDNA.
  - (3) Club that any children play for at WDNA.

## 4. VOTING POWERS

### 4.1 AT BOARD MEETINGS

- 4.1.1 The President shall have a deliberative vote and in the event of a tied vote, the President shall exercise a casting vote to preserve the status quo i.e. the existing condition as well as a casting vote.
- 4.1.2 Each member present shall have one (1) vote.
- 4.1.3 A Board member having a material personal interest in the subject shall declare such interest and shall not be permitted to vote.

### 4.2 AT COMMITTEE MEETINGS

- 4.2.1 Each member present shall have one (1) vote.
- 4.2.2 The President shall be an ex-officio member of all committees but shall not, unless specifically elected or appointed as a member of a committee, be entitled to vote.
- 4.2.3 A committee member having a material personal interest in the subject shall declare such interest and shall not be permitted to vote.

## 5. DELEGATES

- 5.1 Clubs shall attend delegates meeting as stipulated throughout the year. A maximum of two (2) delegates per club shall be entitled to vote. All delegates must be a minimum age of 18 years.

- 5.2** As a condition of Affiliation, each Club must supply volunteers that will be rostered on as required by the Association. Failure to comply will result in;
- 5.2.1** Loss of points as per unfinancial clubs.
  - 5.2.2** A monetary fine may be applied by the Board to the club. If this fine is not paid prior to the next playing date the club will be declared unfinancial and no teams from that club will be permitted to take the court until such time as the fine is paid;
  - 5.2.3** Failure to supply volunteers during the finals series will result in ALL teams from the club not being permitted to play in the finals – games will be forfeited to the opposition team.

## **6. EMPLOYEES OF THE ASSOCIATION**

- 6.1** Applications in writing for positions as employees of the Association shall be called for and received by the Board as and when required.
- 6.2** Duties and conditions of employment shall be as defined in the Duty Statement applicable to that position.
- 6.3** Duties and conditions of employment shall be as defined in the Contract of Employment /Duty Statement applicable to that position.
- 6.4** Resignations from an employee shall be submitted to the Board in writing.
- 6.5** Termination payments shall be in accordance with the individual employee contract.

## **7. DUTIES**

### **7.1 PRESIDENT**

- 7.1.1** The President shall preside at meetings of the Association and the Board and represent the Association whenever possible or delegate such duties to other members. Other duties as per Duty Statement.

### **7.2 VICE-PRESIDENT**

- 7.2.1** The Vice-President shall, in the absence of the President, preside at meetings of the Association and the Board. May act as liaison between the Association and Netball WA or may appoint a delegate. Other duties as per Duty Statement.

### **7.3 ASSOCIATION MANAGER**

- 7.3.1** Responsible to the President and the Board.
- 7.3.2** Areas of responsibility as per current Duty Statement.
- 7.3.3** Areas of responsibility as per current Contract of Employment.

### **7.4 ADMINISTRATION ASSISTANT**

- 7.4.1** Responsible to the Association Manager
- 7.4.2** Areas of responsibility as per current Duty Statement or as directed by the Board.
- 7.4.3** Areas of responsibility as per current Contract of Employment or as directed by the Board.

### **7.5 ASSOCIATION DEVELOPMENT OFFICER**

- 7.5.1** Responsible to the Board.
- 7.5.2** Areas of responsibility as per current Duty Statement or as directed by the Board.

### **7.6. ASSOCIATION UMPIRE DEVELOPMENT OFFICER**

- 7.6.1** Responsible to the Board.
- 7.6.2** Areas of responsibility as per current Duty Statement or as directed by the Board

## **7.7 DIRECTORS**

**7.7.1** The Directors shall: -

- (1) Attend Board meetings
- (2) Such other duties as the Board may direct and as listed in the Duty Statement.

## **7.8 BOARD MEMBERS (General Board Members)**

**7.8.1** The Board members shall: -

- (1) Attend Board meetings
- (2) Assist in the general running of the Association

## **7.9 CONVENORS**

**7.9.1** The Convenors shall: -

- (1) Liaise and report to the Director of Competitions as required;
- (2) Such other duties as the Board may direct and as listed in the Duty Statement

## **8. BOARD MEETINGS**

**8.1** The President shall preside at all meetings of the Association and the Board. In the absence of the President, the Vice-President shall preside. In the absence of these two the meeting shall be opened by the Association Manager, who shall call for nominations for a Chairperson. Upon election, the Chairperson shall take the chair and continue with the meeting.

**8.1.1** The Board shall meet monthly or as may be deemed advisable for the efficient working of the Association.

**8.1.2** The agenda of the Board Meetings shall be: -

- Opening of Meeting
- Apologies for non-attendance
- Confirmation of Minutes of previous meeting
- Business arising from Minutes
- Correspondence
- Adoption of Financial Statement
- Accounts for Payment
- Reports of Committees (alphabetical order)
- General Business
- Date of next meeting
- Closure

**8.1.3** A meeting of the Board shall be called: -

- (1) At the direction of the President or in his/her absence the Vice-President, or
- (2) On the written request of two (2) members of the Board, or
- (3) At the request of the Association Manager, with the approval of the President and Vice-President.

**8.1.4** The Association Manager shall give the Board members at least seven (7) written days' notice of the date of any Board meeting except in unforeseen circumstances when it is impossible to give the time stated. The notice shall specify the general nature of the business to be dealt with.

**8.1.5** The quorum at Board meetings shall be simple majority of Board members.

**8.1.6** Any Board member absent from two (2) consecutive Board meetings without reasonable cause given to the Board shall be replaced, the replacement to be decided by the Board.

**8.1.7** No proxy representatives shall be allowed for Board Meetings.

**8.1.8** Members of the Association are entitled to attend Board Meetings. Notification shall be given to the Association Manager. Board members shall be notified of such attendance prior to the meeting.

**8.1.9** Should a matter arise at any meeting during the course of either winter or spring season that involves a Club that a Board member or Convenor has declared a

personal material interest in, whether it be an item of correspondence, complaint (verbal or written), umpiring or development issues, request for refund or an outstanding account – the Board Member or Convenor must excuse themselves from the discussion and preferably leave the room. They may not participate in the discussion or participate in any vote resulting from the discussion. Their abstention is to be noted in the minutes. This is to be in addition to the existing clause regarding pecuniary interests.

**8.1.10** Any minutes taken from Board meetings can be emailed or mailed to the club contacts.

## **9. STANDING ORDERS**

### **9.1 THE CHAIRPERSON:**

- 9.1.1** Make sure that a quorum is present at all times.
- 9.1.2** Conduct the meeting in accordance with the rules.
- 9.1.3** Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put to the meeting.
- 9.1.4** Terminate any discussion, which is not, at that time relevant to the business before the meeting.
- 9.1.5** Decide who is entitled to speak when two or more speakers rise to speak at the same time.
- 9.1.6** If desired, request that the proposer of a motion or amendment submit it in writing.

### **9.2 CONDUCT OF SPEAKERS**

- 9.2.1** All remarks shall be addressed to the Chairperson and any question to another person shall be put through the Chairperson.
- 9.2.2** A speaker wishing to speak or move a motion, shall stand when addressing the Chair, and shall take his/her seat if called to order by the Chairperson.
- 9.2.3** On any person rising to a point of order during a discussion, the speaker shall resume his/her seat and the person rising shall state the point of order, when the Chairperson shall rule there on.

### **9.3 CHAIRPERSON'S RULING**

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 may speak briefly in support of his/her motion and the Chairperson explains why his/her ruling was given. The Chairperson takes the vote.

### **9.4 MOTIONS**

- 9.4.1** A motion shall be seconded before it is debated and shall not be withdrawn without the consent of the seconder and unanimous consent of the meeting.
- 9.4.2** No speaker shall speak more than once to any motion or amendment, except in personal explanation unless she/he is exercising the right of reply as the mover of the motion.
- 9.4.3** No more than two 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.

### **9.5 AMENDMENTS**

- 9.5.1** An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise his/her right of reply before the amendment is voted upon. The mover of an amendment has no right of reply.
- 9.5.2** 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.
- 9.5.3** The mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.
- 9.5.4** The mover and seconder of a motion or amendment may speak to subsequent

amendments. If the mover is in agreement with any proposed amendment she/he can accept it and may seek leave to alter the motion accordingly.

**9.5.5** An amendment, which is a direct negative of the motion, shall not be allowed.

**9.5.6** The Constitution can be amended only by a resolution advised in accordance with Constitution Clause 24, but this shall not preclude further amendments to such resolutions from the floor of the meeting.

## **9. STANDING ORDERS Continued**

### **9.6 RESCINDING RESOLUTIONS**

Upon evidence of a mistake in 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.

### **9.7 CLOSURE**

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 prevent the mover of the original motion exercising the right of reply.

### **9.8 VOTING**

**9.8.1** Voting shall be by voice or show of hands

**9.8.2** In the event of voting being equal, the question shall be declared on the vote of the President who would then vote to preserve the status quo i.e. the existing condition.

**9.8.3** In the case of an urgent matter, or when it is deemed not practical to call a special meeting of the Board, the President may call for a vote of the Board members by means of fax, email or telephone call. The details and results of such vote to be entered and confirmed in the minutes of the next scheduled Board meeting.

## **10. SUSPENSION OF STANDING ORDERS**

**10.1** Standing Orders may be suspended:-

(1) At the request and/or motion of a Board Member through the chair.

(2) To enable Guest Speaker/s to address the Board prior to normal business.

**10.1.1** Prior notification of Guest Speaker/s must be given to all Board Members.

## **11. LIFE MEMBERSHIP**

Honorary Life Membership may be conferred on any person at the Annual General Meeting. The criterion for election as a life member is that the person shall have given outstanding service for a minimum of ten (10) completed years to WDNA.

'Service' being defined as: "Contribution that has benefited the growth, development and betterment of the aims and standards of the membership of the Wanneroo Districts Netball Association."

Applications for Life Membership must be received by the Board no later than 1 week prior to the AGM.