

# **HUME FOOTBALL NETBALL LEAGUE INC**

## **NETBALL SUB-COMMITTEE**

### **TERMS OF DELEGATION**

# Hume Football Netball League Inc

## Netball Sub-committee

### Terms of Delegation

#### **Mandate**

A Netball Sub-committee (**the Sub-committee**) will be formed each year by the Board of Management (**the Board**) of the Hume Football Netball League Limited (**the HFNL**) to manage the netball competitions conducted by the HFNL.

#### **Purpose**

The purpose of these Terms of Delegation is to guide the Sub-committee in regulating its' affairs and to specify its' duties and responsibilities.

#### **Duties and Functions**

The duties and functions of the Sub-committee are:

- 1 To provide advice and recommendations to the HFNL regarding the organisation and administration of the HFNL's netball competitions.
- 2 Subject to the HFNL Netball By-Laws and directions of the Board, to conduct the League's netball competitions and to be responsible for all operational matters concerning these competitions, including but not limited to:
  - player registration and eligibility;
  - fixturing;
  - recruiting, training and allocating umpires;
  - dealing with match day issues and disputes;
  - making arrangements for the finals series;
  - making arrangements for inter-league and representative netball matches;
  - making arrangements for individual and team awards and presentations;
  - ensuring that all competitions are conducted in accordance with HFNL By-Laws and Netball NSW Rules.
- 3 To adopt, support and promote "best practices" in the running of the HFNL's netball competitions.
- 4 To encourage and promote the sport of netball in the HFNL's region.
- 5 To advise the Secretary of the HFNL of all opportunities for sponsorship and promotion of the HFNL's netball competitions. All negotiations and any final decisions or contracting as to these opportunities is to be the responsibility of the Board.

- 6 To liaise with Netball NSW and all other supervisory bodies with respect to the sport of netball.
- 7 To make recommendations to the Board for necessary changes to the HFNL Netball By-Laws.
- 8 To report to the Board following each meeting and make recommendations as to netball matters which require the making of a resolution by the Board to become effective.
- 9 Attend to all correspondence which may be appropriately dealt with by the Sub-committee, and refer to Secretary of the HFNL all correspondence which must be dealt with by the Board.

## **Terms**

### **1 CLUB DELEGATES**

- (a) Each Club which is a member of the HFNL (excluding Clubs which are individual Football Clubs only) shall nominate two Club Delegates to the Sub-Committee. Club Delegates must be a member of the relevant Club.
- (b) The Secretary of each Club shall notify the Secretary of the Executive Committee (the Secretary) the names and addresses of Club Delegates at least seven days prior to the first Delegates Meeting of the Sub-Committee each year.
- (c) A Club has the right to withdraw a Club Delegate and appoint another Club Delegate in their place at any time.
- (d) A vacancy shall be deemed to have occurred in respect of any Club Delegate who has, without leave of the Executive Committee, failed to attend three consecutive Delegates Meetings.
- (e) Any such vacancy shall be filled by a nominee of the Club whose Club Delegate has caused the vacancy.
- (f) Where a Club does not have the required number of Club Delegates in attendance at any Delegates meeting, that Club will be liable to a fine which will be set by the Executive Committee from time to time.
- (g) At each Delegates meeting all Club Delegates present shall sign an attendance book and shall state the Club that they represent at that meeting.
- (h) A Club Delegate may represent one club only at any Delegates Meeting.
- (i) A Club Delegate must have attained 18 years of age.

### **2 MEETINGS**

- (a) Meetings – General Procedure

- i) The President shall take the chair at all meetings of the Delegates and/or the Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii) If neither the President nor Vice President is present within thirty minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum for ordinary Delegates Meetings shall consist of half the total number of the Executive Committee members plus one plus Club Delegates representing at least one-quarter of the Clubs. A quorum for Executive Committee meetings shall consist of half of the total number of the Executive Committee plus one.
- iv) 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. The Secretary shall give written notice thereof to each Executive Committee member and to the Secretary of each Club for Delegates Meetings and to each Executive Committee member of Executive Committee meetings.
- v) The accidental omission to give any member the required notice shall not invalidate a meeting or any of the business of the meeting.
- vi) Questions arising at an ordinary Delegates Meeting or Executive Committee meeting are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- viii) There shall be no voting by proxy at any Delegates meeting or Executive Committee meeting.

(b) Annual General Meeting

- i) An Annual General Meeting of the Sub-Committee shall be held in October of each year, but before the Annual General Meeting of the HFNL.
- ii) Those who may attend and vote are members of the Executive Committee and two nominated Club Delegates from each Club.
- iii) Not less than twenty-one days' written notice of the Annual General Meeting of the Sub-Committee meetings shall be given to each member of the Executive Committee and the Secretary of each Club.

- iv) A quorum for an Annual General Meeting shall consist of half the total number of the members of the Executive Committee plus one, and at least one-third of the Club Delegates.
- v) The business of the Annual General Meeting shall be:
  - 1 Confirmation of the minutes of the previous Annual General Meeting;
  - 2 Consideration and adoption of the Annual Report and the Financial Report;
  - 3 Such other business as the meeting thinks fit;
  - 4 Election of Office Bearers.
- vi) The following Office Bearers shall be elected and form the members of the Executive Committee:
  - President;
  - Vice President;
  - Secretary;
  - Treasurer;
  - Umpires Convenor;
  - Registrar;
  - Representative Convenor;
  - Games Secretary;
  - Assistant Games secretary;
  - Publicity officer.
- vii) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of Netball NSW.
- viii) Current Office Bearers shall be eligible for re-election.
- ix) Not more than one-third of the members of the Executive Committee shall be members of any one Club.
- x) Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim.
- xi) An Office Bearer may resign their position by providing written notice of their intention to do so to the Secretary. The members of the Executive Committee shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.
- xii) The Executive Committee will also elect 2 "Netball Members" to the Board of Management of the HFNL, who will serve 2 year terms, with the intent that the term of one of the Netball Members will expire at each AGM of the HFNL.

(c) Special Delegates Meetings

- i) Special Delegates Meetings shall be called by the Secretary:

- 1 at the direction of the President;
  - 2 upon receipt of a requisition signed by not less than one-third of the members of the Executive Committee.
- ii) Voting shall be restricted to Executive Committee members and two nominated Club Delegates from each Club.
  - iii) Not less than twenty-one days' written notice shall be given to members of the Executive Committee and to the Secretary of each Club, specifying the time and location of a Special Delegates meeting and the nature of the business to be considered.
  - iv) A quorum for a Special Delegates meeting shall consist of half the total number of the Executive Committee members plus one, and Club Delegates representing at least one quarter of the Clubs.

### 3 ORGANISATIONAL STRUCTURE

#### (a) Delegates Meetings

- i) The attendees at Delegates Meetings shall be:
  - 1 the members of the Executive Committee; and
  - 2 two Delegates from each Club.
- ii) There shall at least 4 times Delegates Meetings each year on dates to be fixed by the Executive Committee.
- iii) Not less than seven days' written notice shall be given specifying the time and place of the meeting of each Delegates Meetings, and any special business to be dealt with.
- iv) Order of business at Delegates Meetings shall be:
  - 1 Apologies;
  - 2 Confirmation of Minutes;
  - 3 Business Arising from Minutes;
  - 4 Notices of Motion;
  - 5 Correspondence and business arising;
  - 6 Reports: Treasurer; Umpires Convenor; Representative Convenor; Sub-Committees; Delegates to other organisations; Report of Netball Members of HFNL Board; Any other reports;
  - 7 General business.
- v) Association delegates to other organisations are to submit a report to the Secretary of all meetings/functions attended on behalf of the Association within twenty-eight days of such meeting/function.

#### (b) Powers to be exercised by Delegates Meetings

- i) Delegates Meetings are:

- 1 to control and manage the affairs of the Sub-Committee;
- 2 to empower the Executive Committee to take action in accordance with the Netball NSW Member Protection Policy or relevant Sub-Committee policies against any Club or Registered Member;
- 3 to appoint two delegates and two proxy delegate to represent the League on the Sub-Committee of Netball NSW;
- 4 to appoint any delegate or delegates to represent the HFNL for any purpose with such powers as may be thought fit;
- 5 to ensure that the Secretary of the Sub-Committee forwards to Netball NSW, on or before April 1 in each year, the names and addresses of existing members of Netball NSW together with the names and addresses of new applicants for Netball NSW membership, who have paid their annual membership fee specifying the class of those members;
- 6 to submit supplementary names and addresses of new members of Netball NSW, be forwarded monthly to Netball NSW specifying the class of those members;
- 7 upon receipt by Netball NSW of those names, grant to those persons listed in clause 7 and 8 membership for the relevant calendar year.

(c) Executive Committee

- i) The Executive Committee shall consist of the following voting members:
  - President;
  - Vice-President;
  - Secretary;
  - Treasurer;
  - Umpires Convenor;
  - Registrar;
  - Representative Convenor;
  - Games Secretary;
  - Assistant Games secretary; and
  - Publicity officer.
- ii) Regular Executive Committee meetings shall be held on dates determined by the Executive Committee at the first Executive Committee meeting after the Annual General Meeting.
- iii) Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight hours prior to the meeting being held.

- iv) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with this Constitution.
- vi) The first duty of a member of the Executive Committee is to the Sub-Committee and not to their Club.

(d) Duties of Executive Committee

- i) The Executive Committee shall exercise the functions and powers of the Executive Committee between meetings of the Executive Committee and its decisions shall be subject to ratification by the Executive Committee at the next meeting.
- ii) Ensure the presentation of a financial report to all Sub-Committee meetings and make recommendations to Sub-Committee on matters of finance and policy.
- iii) The Executive Committee is empowered by Sub-Committee to take appropriate action under the Member Protection Policy pursuant to these Terms of Delegation against any Club or Registered Member of the League. Any decision taken under the Member Protection Policy is not subject to ratification by Sub-Committee.

4 RELATIONSHIP WITH THE BOARD

(a) Financial arrangements

The Sub-committee will process all funds it receives through the HNFL accounts. The distribution of any funds received by the Sub-committee must be approved by the Board.

(b) Reporting to the Board

- i) The Secretary must make the minutes of the Sub-Committee available at all times for inspection by the Board.
- ii) The Netball Members will provide such reports to the Board concerning the affairs of the Sub-Committee as the Board requires.

**Changes to these Terms of Delegation**

These Terms of Delegation may be amended at any time by the Board and upon amendment the Sub-committee will immediately be subject to the amended Terms of Delegation.

If any matter arises as to the interpretation of these Terms of Delegation, then the Sub-committee will seek clarification or direction from the Board.