

*THE CONSTITUTION
AND
BY-LAWS
OF THE
QUEENSLAND CATHOLIC
NETBALL ASSOCIATION Inc.*

Amended January 2015 (Allison Thompson, Secretary)

Amended February 2017 (Allison Thompson, Secretary)

Amended March 2023 (Amanda Kennedy, Secretary)

CONSTITUTION

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1. NAMED

The name of the Association shall be the Queensland Catholic Netball Association Inc. hereinafter referred to as the Association. The Association will also carry the “playing” name of QC Netball Association.

2. INTERPRETATIONS

The following terms shall, wherever used in this Constitution, bear the meanings respectively referred to in this paragraph, unless the same be inconsistent with the context in which they are used:

“The Association” The Queensland Catholic Netball Association Inc./QC Netball Association.

“Team” A netball team which participates in fixtures of QCNA, comprising not fewer than seven (7) playing members. Or
A team chosen to represent QCNA in NQ or other programmes.

“Club” A club comprising not less than one (1) netball team which participates in fixtures of QCNA.

Words importing the feminine gender only include the masculine gender except where this may contravene the provisions of the Constitution/By-Laws of Netball Australia.

Words importing the singular shall also mean and include the plural.

3. OBJECTS

The Objects of the Association shall be:

- a. To promote, encourage and control the game of netball for the Association;
- b. To encourage Inter-Association and Catholic School carnivals;
- c. To promote competitive sportsmanship, fair play, and team spirit between players.
- d. To participate in representative or elite programmes or competitions that are recognised as developing the talents of netballers.

4. COLOURS

The Association colours shall be predominantly Bottle Green and White. These colours shall not be available to affiliated teams within the Association.

The uniforms to be worn by the Representative Teams and the Association State Teams shall be prescribed in the By-laws.

5. MEMBERSHIP (Numbers shall be unlimited)

Membership of the Association shall be open to:

- i. All members of the Management Committee of the Association whilst actually in office;
- ii. Life Members;
- iii. Players, who have attained the age of 18 years, and are selected in representative or elite teams by QCNA in the calendar year of the AGM or one parent or guardian of a player under the age of 18 selected in those teams in the year of the AGM.
- iv. Sub-Committee Members.

6. LIFE MEMBERSHIP (Numbers shall be unlimited)

- a. Nominations for Life Membership shall be submitted to the Secretary in writing at least fourteen (14) days prior to a Management Committee meeting.
- b. Life Membership shall be restricted to any person who for at least seven (7) years has:
 - i. Served as a member of the Management Committee and their Sub-Committees; or
 - ii. Served as a member of eligible Sub-Committees; or
 - iii. State Coach; or
 - iv. State Umpire and Sub-Committee Member; or
 - v. Served five (5) years in any of above and been a State Player for five (5) years.
- c. Life Members shall be awarded a badge.
- d. Life Members shall be listed in the back of the Constitution.
- e. Life Members shall be invited to special events.

7. APPLICATION FOR MEMBERSHIP

- a. Application for membership shall be in the form of QCNA player registration forms for any Representative or elite team.
- b. The period of membership of the Association shall be for one (1) year as from 1 January to 31 December unless terminated by cancellations, and such membership shall entitle members to vote at the AGM held in the year that they are selected in representative or elite teams as per 5. iii.

8. MEMBERSHIP FEES

- a. All fees for the ensuing year shall be determined by the Management Committee.
- b. The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

9. ADMISSION AND REJECTION OF MEMBERS

- a. At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- b. Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- c. Upon the acceptance or rejection of an application for any class of membership, the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

10. TERMINATION OF MEMBERSHIP

- a. A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- b. If a member –
 - i. Is convicted of an indictable offence; or
 - ii. Fails to comply with any of the provisions of these Rules; or
 - iii. Has membership fees in arrears for a period of one month or more; or
 - iv. Conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association,The Management Committee shall consider whether their membership shall be terminated.
- c. The member concerned shall be given a full and fair opportunity of presenting their case and if the Management Committee resolves to terminate their membership it shall instruct the Secretary to advise the member in writing accordingly.

11. MANAGEMENT COMMITTEE

- a. Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting, the Management Committee consisting of the Executive and General Committee –
 - i. Shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - ii. Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

- b. The Management Committee shall consist of: The Executive – President, Vice President, Secretary and Treasurer; and the General Committee – Promotions Officer, Senior Registrar, Junior Registrar and the following convenors, if elected: Umpires, Representative Teams, Elite Netball Queensland Competitions, Coaching, TID/PDP, QC Cup, Canteen, Regional and other convenors or positions as may or not, from time to time, be elected. All above have voting rights. In the case of a hung vote of the Executive Committee or the Management Committee, the President shall have the deciding vote.

- c. The Management Committee shall hold office for one (1) year, but individual office-bearers shall be encouraged to serve for more than one (1) term. Elections shall be held at the Annual General Meeting.

- d. Any member of the Management Committee who fails to attend three (3) consecutive general meetings or executive meetings without leave of absence granted by the Management Committee shall cease to be a member and a casual vacancy shall be deemed to have occurred. There shall be no right of appeal.

- e. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a general meeting.

- f. The decisions of the Management Committee made in accordance with this Constitution and the By-Laws shall be conclusive and binding upon affiliated members.

- g. The Management Committee may exercise all the powers of the Association –
 - i. To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
 - ii. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - iii. To invest in such manner as the members of the Association may from time to time determine.
- h. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every executive meeting and general meeting to be maintained and available to all members for inspection at all reasonable times. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be ratified at the next meeting and such ratification recorded in the minutes of that meeting. Similarly, the minutes of every general meeting shall be ratified in the above manner. The minutes of the AGM will be ratified in the same manner at the next AGM.
- i. The duties of the officers shall be prescribed in the By-Laws.
- j. The Management Committee shall have the power to enquire into any matter it thinks fit and may suspend, fine, or otherwise deal with any team/club or member or any official deemed guilty of conduct not in the best interest of netball.

12. APPEALS

- a. Any team/club or individual fined or suspended may within one (1) month of receiving written notification thereof lodge with the Secretary written notice of their intention to appeal against the decision of the Management Committee.

- b. Upon receipt of a notification of intention to appeal against any of the above, the Secretary shall notify the Appeals Tribunal, they in turn shall call within fourteen (14) days a meeting with the appellant and one (1) representative of the Management Committee. The appellant and the Management Committee may be represented by a Barrister, Solicitor or Agent.
- c. The decision of the majority of the Appeals Tribunal shall be final and binding upon all parties herein.
- d. Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful the Secretary shall forthwith refund the amount of any fee paid.

13. REGISTER OF MEMBERS

- a. The Management Committee shall cause a Register to be kept in which shall be entered the names, email and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- b. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- c. The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

14. VACANCIES ON THE EXECUTIVE

- a. The Executive shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- b. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

15. MEETINGS OF THE MANAGEMENT COMMITTEE

- a. The Executive shall meet at least once every two calendar months to exercise its function. A full Management Committee meeting will be held every quarter.
- b. A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- c. At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a forum.
- d. Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- e. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising thereout, and if they do so vote their vote shall not be counted.
- f. Not less than fourteen (14) days notice shall be given by the Secretary to members of the Executive of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- g. The President shall preside as Chairperson at every meeting of the Management Committee, or if at any meeting the President is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice President or Secretary shall be Chairperson or if neither is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.
- h. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a

quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

- i. No proxies shall be allowed at Management Committee meetings.

16. ELECTIONS

- a. Nominations for all officers to be filled by election at the Annual General Meeting.
- b. All nominations which shall be in writing and signed by the member and their proposer shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
- c. If no valid nomination for any position is received, the Chairperson shall call for nominations at the Annual General Meeting and such nominations shall be proposed and seconded as hereinbefore provided.
- d. When only one (1) nomination for a position is received, such candidate shall be declared duly elected.
- e. If there shall be more than the required number of candidates nominated for any position an election by ballot shall be held at the Annual General Meeting and the Chairperson shall appoint a Returning Officer and two (2) Scrutineers for that purpose.
- f. Any positions not filled by election at the Annual General Meeting shall be dealt with by the Executive.

17. COMMITTEE AND SUB-COMMITTEES

- a. The Management Committee shall have the power to appoint, when necessary, Sub-Committees as required and may confer upon them such authority as deemed necessary.
- b. No proxy representatives shall be allowed for the Management Committee nor for any Sub-Committee appointed or authorised by the Association.
- c. The Sub-Committees shall perform the functions prescribed by the By-Laws in the manner therein prescribed.

18. TEAM/CLUB AFFILIATION

Every team/club applying for affiliation shall:

- a. Make application each season (summer/winter) on or before such date and upon such form as shall be prescribed by the Management Committee.
- b. Give particulars of its proposed uniforms and colours which shall be registered subject to approval by the Management Committee.
- c. Be liable for such subscriptions, levies and fines as may be fixed in accordance with the By-Laws from time to time.
- d. Any team/club which withdraws will forfeit all fees paid. Any team/club which desires to withdraw from the Association shall remain liable for all subscriptions, fees and/or levies incurred up to the time of lodging its application to withdraw.
- e. Have the right to refer questions pertaining to netball to the Association for decision.
- f. Be eligible to nominate any registered player of their team for selection in the Queensland Catholic Netball Association Inc. representative teams in accordance with the By-Laws.
- g. Be eligible to nominate any registered player of their team for selection in the Netball Queensland representative teams in accordance with the Queensland Catholic Netball Association Inc By-Laws.
- h. Be eligible for any selected player to receive such financial assistance as the Association may offer.
- i. Agree to be bound by the Constitution and By-Laws of the Association and to adopt the rules of netball as determined by Netball Australia.

19. MEETINGS

- a. The order of business of the meetings of the Management Committee shall be:
 - i. Recording of attendance and apologies;
 - ii. Minutes of previous meeting;
 - iii. Discussion of business arising there from;
 - iv. President/Secretary's Report;

- v. Finance – Treasurer’s Report;
 - vi. Reports of Committees and Sub-Committees;
 - vii. General Business.
- b. The Annual General Meeting shall be held no later than one month from receipt of the auditor’s financial statement.
- c. Notice of the date, time and place of all Annual General Meetings shall be given in writing to the officers of the Association, to Life Members and all other members as per Clause 5 of this constitution.
- d. For the Annual General Meeting, such notices shall not be given less than three (3) weeks nor more than five (5) weeks prior to the date of the meeting.
- e. General Meetings shall be called by the Secretary.
- i. General Meetings shall be held regularly during winter and summer fixtures.
 - ii. Notice of the date, time and place of all general meetings shall be given in writing to the officers of the Association, to Life Members and all team/club officials.
- f. Special General Meeting - The Secretary shall convene a special general meeting -
- i. When directed to do so by the Management Committee; or
 - ii. On the requisition in writing signed by not less than one third of the members presently on the Executive or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.
- g. The Management Committee has the power to change the dates of meetings and teams/clubs shall be notified at least five (5) days before the meeting is to be held.
- h. Agenda
- i. The business of the Annual General Meeting shall be:
 - a) Opening, recording of attendance and apologies;
 - b) President’s address and welcome;

- c) Reading of minutes of the previous Annual General Meeting;
- d) Treasurer's Report;
- e) Management Committee members' reports;
- f) Receive and adopt amendments and additions to the Constitution and By-Laws;
- g) Election of officers and sub-committees and an appointment of a fully qualified auditor;
- h) General business.

20. REPRESENTATION AND VOTING AT GENERAL MEETINGS

- a. All members as per Clause 5 of this constitution will be entitled to one vote at all meetings of the Association.
- b. A motion may be carried by a simple majority of members present and entitled to vote.
- c. Voting at all general meetings shall be by show of hands unless a ballot is demanded by at least three-quarters of the delegates present and entitled to vote.
- d. At any general meeting the number of members required to constitute a quorum shall be the number presently on the Management Committee plus one.
- e. No apologies will be accepted for non-attendance at the Annual General Meeting/General/Special meetings unless 24 hours notice has been given to the Secretary.

21. INSURANCE

Shall be prescribed in the By-Laws.

22. FIXTURE MATCHES

All teams shall use the rules of play governing fixtures and rules as set out in the By-Laws.

23. FINANCE

- a. The funds of the Association shall consist of affiliation fees, registration fees, levies, and fundraising.

- b. The Association shall maintain a Bank Account (General Account) and all operating expenses shall be paid from that Account. All operating expense payments to be signed (physically or electronically) by the President, Secretary or Treasurer, two signatures being required. Any surplus monies not required for immediate use in the General Account shall be deposited in a Bank Savings or Investment Account or other investment strategies as directed by the Management Committee. Three signatories for withdrawal of such investment funds so passed by resolution at a Management Committee Meeting will be required – two (2) current Committee Members and one (1) Life Member who is not currently a Committee Member.
- c. All amounts for payment will be presented to the Treasurer who shall prepare payment via cheque or electronic transfer. Should these payments require payment before the next meeting, where they could be passed for payment, the Treasurer will present the payments to all members of the Executive Committee, President, Vice President, and Secretary, one of whom shall co-sign that payment. Should any of the Executive wish for any payment as presented above to be rejected they will advise the treasurer who will cancel such cheque or electronic transfer.
- d. No more than an amount of \$150.00 shall be kept on hand in Petty Cash and a record of same shall be kept by the Treasurer.
- e. All receipts shall be issued by the Management Committee members only.
- f. A statement showing the financial position of the Association shall be tabled at each regular monthly meeting of the Management Committee and also at General Meetings.
- g. The financial year of the Association shall close on 31 December in each year.

24. AUDITORS

The auditors shall conduct a full and proper audit, examine the books, papers, records, and correspondence dealing with the finance of the Association and shall make any enquiries they deem fit or expedient in connection with reporting upon its financial affairs. They shall audit the books prior to the Annual General Meetings or any adjournment thereof and shall have the power (if requested to do so by a Management Committee Meeting) to make a special audit at any time. If the Auditors so desire, they shall make a continuous audit.

25. INCOME AND PROPERTY

- a. The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.
- b. The Common Seal of the Queensland Catholic Netball Association Incorporated shall be as follows, shall be held by the Secretary, and shall be used only in conjunction with the signatures of the President and Secretary of the Association.

26. AFFILIATION

The Association shall affiliate with Netball Queensland as a Full Member Association each year. Any matter not provided for in this Constitution, refer to Netball Queensland Incorporated for guidance.

27. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, electronic files, instruments of title and securities of the Association.

28. DISBANDMENT

The Association shall not disband unless with the consent of three-quarters of its members. Motion to disband the Association signed by the proposer and seconder must be submitted in writing to the Secretary who shall give at least fourteen (14) days notice of such motion to all affiliated teams/clubs.

Such notice shall be dealt with at a Special General Meeting of the Association.

If carried by three-fourths majority of all members, notice to disband the Association shall be forwarded to Netball Queensland. If upon winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association but shall be given or transferred to Netball Queensland having objects similar to those of this Association and which shall prohibit the distribution of its or their income and property amongst its or their members, and which is a fund, authority or institution approved by the Commission of Taxation as a fund, authority or institution which is exempt under Section 23 of The Income Tax Assessment Act 1936 as amended.

29. CONSTITUTION

- a. Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed, or added to by a special resolution carried at a General Meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief Management Committee.
- b. Notice of such a special resolution setting out in full the proposed amendment, rescission or addition shall be given to all persons entitled to receive notice of meeting not less than three (3) weeks nor more than five (5) weeks prior to the meeting.
- c. No such amendment, rescission or addition shall be effective unless it is carried by a majority of three-quarters of members present and entitled to vote.
- d. The By-Laws of the Association shall be made for the purpose of enlarging upon, extending and developing the provisions of the Constitution and the interpretation thereof, and shall be attached to the Constitution as an Appendix thereto.
- e. For the purpose of controlling the operation of the Association, the Constitution and By-Laws shall be equally binding on all members.
- f. No copy of the Constitution shall be issued unless a correct copy of the By-Laws in force at the date of issues is appended; and up-to-date copy to be issued to all members within one (1) month of the Annual General Meeting.

30. INDEMNITY

- a. No affiliated club, team, official, delegate, or member of the Association shall have any claim, legal or otherwise, against the Association or its officers for any act done in good faith in the execution of their duties;
- b. This Constitution shall repeal all previous regulations but, except as specifically provided, shall not affect any right, duty or liability or any matters or act done or commenced, acquired or imposed under the previous Constitution.
- c. The Association shall indemnify any officer of the Association acting in good faith and within the scope of their duties as prescribed by the By-Laws against any claim, liability, loss, or damage which they may incur in consequence of any act, omission or error on their part.

QUEENSLAND CATHOLIC NETBALL ASSOCIATION INC.

BY-LAWS

1. DUTIES OF OFFICERS

- a. The President shall:
 - i. Preside over all netball meetings;
 - ii. Delegate duties to other members of the Management Committee;
 - iii. See that all members of the Management Committee are carrying out their duties in a satisfactory manner; and
 - iv. Be responsible for public relations both inside and outside the Association.

- b. The Vice-President shall:
 - i. Assume President's duties at any time during the President's absence.

- c. The Secretary shall:
 - i. Assume President/Vice President's duties at any time during their absence;
 - ii. Keep the books or electronic files containing the Minutes or Records of Proceedings of all meetings of the Association and of its Committees and produce them as required;
 - iii. Prepare the agenda for each general meeting and issue same;
 - iv. Prepare a report of the year's activities to be presented at the Annual Meeting; and
 - v. Be responsible for all correspondence.

- d. The Treasurer shall:
 - i. Keep proper books or electronic files of accounts of the Association and prepare a statement of receipts and expenditure for presentation to each Management Committee meeting and the Annual General Meeting;
 - ii. Be accountable for collection of all monies due to the Association;
 - iii. Present all accounts incurred by the Association to be passed for payment by the Management Committee. In matters of urgent necessity, payment may be made, but must be ratified at the next Management Committee meeting;
 - iv. Pay all monies received into the Association bank account;
 - v. Be accountable for all receipts issued in the name of the Association;
 - vi. Prepare a budget of the year's proposed expenditure and present it to the Management Committee prior to the Annual General Meeting; and
 - vii. Close the books on 31 December each year and prepare a Balance Sheet for the inspection and signature of the Auditors and present same at the Annual General Meeting.

- e. The Senior and Junior Registrars shall:
 - i. Keep a list of all registered players in Senior/Junior competition;
 - ii. Keep all records of matches for the season;
 - iii. Calculate points and ascertain the position of teams in each grade and deduct points where applicable;
 - iv. Ensure that rules under affiliation of teams are adhered to; and
 - v. Keep a register of colours and uniforms of affiliated teams/clubs.

- f. The Promotions Officer shall:
 - i. Be responsible for all publicity;
 - ii. Obtain results of matches and send them to the “Newspaper” from time to time;
 - iii. Be responsible for inserting all advertisements;
 - iv. Co-ordinate any functions, raffles or fundraising as directed by the Management Committee; and
 - v. Seek sponsorship on behalf of the Association.

- g. The Representative Teams Convenor shall:
 - i. Call for nominations to trial for Junior and Senior Representative Teams;
 - ii. Send nomination forms out for Coach, Umpire and Manageress for Representative teams;
 - iii. Be responsible for the organisation of travel, accommodation, training, uniforms, and all other relevant details.

- h. The Elite Netball Queensland Competition Convenor shall:
 - i. Call for nominations to trial for teams to represent Queensland Catholic Netball Association Inc, in the elite development programmes conducted by Netball Queensland;
 - ii. Send nomination forms out for Coach, Umpire and Manager for representative teams;
 - iii. Be responsible for the organisation of uniforms, training, and all other relevant details.

- i. The QC Cup Convenor shall:
 - i. Call for nominations to participate in both Junior and Senior School carnivals according to the rules of the carnival;
 - ii. Be responsible for the organisation of the carnival.

- j. The Regional Convenor shall:
 - i. Be the Association’s representative at all Regional Meetings as set by Netball Queensland or the body charged with that responsibility; and
 - ii. Report back to the Management Committee.

- k. The Umpire Convenor shall:
 - i. Work with the Senior Registrar and Junior Registrar (Fixtures) for the allocation of umpires for fixtures;
 - ii. Arrange a sub-committee for the allocation of umpires for the Association Rep Teams, Elite Netball Queensland Competition Teams, and any other event the Association needs umpires for;
 - iii. Arrange for the education of Umpires within the Association;
 - iv. Arrange for a Panel to be appointed to badge any Umpire who is deemed ready.

- l. The Coaching Convenor shall:
 - i. Help with selection of coaches with all Association representative teams; and
 - ii. Advise and assist coaches of the Association representative teams.

- m. The TID/PDP Convenor shall:
 - i. Identify, with the help of the Coaching Convenor, players to nominate for advanced training programs;
 - ii. Arrange development programs for our representative players.

- n. The Canteen Convenor shall:
 - i. Arrange for stock for the canteen during fixtures;
 - ii. Liaise with the Senior Registrar and Junior Registrar (Fixtures) for the allocation of volunteers in the canteen;
 - iii. Liaise with the QC Cup Convenor re the ordering of stock for that carnival, if required.

- o. Convenors:
 - i. Shall arrange and preside over meetings of their respective sub-committees and shall forward copies of the Minutes and Reports to the Secretary.

- p. Administrative Assistant:
 - i. Should it become evident that a Management Committee member needs assistance to fulfil their role, then the Executive Committee shall have the authority to contract a paid consultant to assist.
 - ii. The Executive Committee shall also have the authority to contract administrative work or any tasks necessary to ensure the smooth operation of the Association.

2. COMMITTEES / SUB-COMMITTEES

- a. All Management Committee Members may be elected to multiple Sub-Committees to work with the convenor and assist in the smooth running of their roles. They may be elected Members of the Umpires Sub-Committee, Selection Sub-Committee, Elite Netball Queensland Competition Sub-Committee and Representative Team Sub-Committee and Canteen Convenor may be elected at the Annual General Meeting. Positions not filled at the Annual General Meeting and casual vacancies occurring in any Sub-Committee shall be filled by the Management Committee.
- b. Each convenor will supply their sub-committee member a job description.

3. AFFILIATION FEES AND FINES

All fees for the ensuing year shall be determined by the Management Committee.

Members shall be liable to pay the Association:

- a. Affiliation fees per year – forwarded with application form – as may be determined by the Management Committee. This will not be transferable or refundable.
- b. Registration fees – for each player registered with a team taking part in the fixtures per season or selected to represent QCNA – as may be determined by the Management Committee. This will not be transferable or refundable.
- c. Fines – as may be determined by the Management Committee – shall be imposed on any team for:
 - i. Late application for affiliation; and
 - ii. Non-representation at meetings;
 - iii. Failure to umpire;
 - iv. Failure to notify of forfeit;
 - v. Non-representation at umpires training programs.
- d. Insurance fees for each player and official per year.

4. UNFINANCIAL MEMBERS

- a. If any fees imposed on any team/club for any reason within Section 3 of the By-Laws be not paid within seven (7) days of notice of the debt, the offending team/club shall be deemed unfinancial.

- b. A team/club which is unfinancial shall forfeit its right to compete in fixtures of that year or until such time as the debt has been paid.

5. STANDING ORDERS

- a. A member wishing to speak shall stand when addressing the Chair. A member wishing to move a motion shall rise and address the Chair and shall take their seat if called to order by the Chairperson.
- b. A motion must be seconded before it is debated and shall not then be withdrawn without the consent of the seconder. A motion or amendment having been moved and seconded, debate may ensue.
- c. Any amendment shall be considered before the original motion. On the adoption of any amendment (such amendment shall be held to have squashed the original motion) and for all purposes of subsequent discussion, the amendment so carried shall be regarded as an original motion. No amendment shall be received by the Chairperson which does not relate to the substance of such motion, or which is a direct negative to the motion tabled.
- d. On any member rising to a point of order during a discussion, the speaker shall resume their seat and the member rising shall state the point of order when the Chairperson shall rule thereon, which ruling shall be final unless challenged by a formal motion submitted to the meeting.
- e. When two (2) or more members rise to speak at the same time, the Chairperson shall decide who is entitled to the floor. No member shall speak more than once to any motion or amendment, excepting the mover of the original motion, who shall have the right of reply. No more than two (2) other speakers shall follow successively on the same side either for or against the question. If the mover having so spoken and there then being no speaker to take the opposite view, the question shall be put forthwith.
- f. It shall be competent at any time during the debate for a member to rise and move without discussion "That the question be now put" which, on duly being seconded and carried, shall entail the submission of the motion at once to the meeting after the mover of the motion has replied.
- g. No motion to suspend the Standing Orders of the business shall be entertained except by consent of the majority present.
- h. While the meeting is in progress, no member shall leave the room without the permission of the Chairperson.

6. FIXTURES AND RULES

- a. Grading Matches
 - i. Grading matches shall be held at the discretion of the Management Committee. Any team required to play grading matches shall be notified. Any team as notified must attend on the day and at the place designated by the Management Committee, in full registered uniform. Failure to do so may result in the team taking any vacant position in any grade.
 - ii. The alternative grading shall be a paper grade.
- b. Fixture Matches
 - i. The rules adopted by all members shall be those of Netball Australia.
 - ii. Not more than ten (10) teams or less than five (5) teams shall be permitted in any one grade of the Association, unless in special circumstances at the discretion of the Management Committee where it may be necessary to play with more or less teams in one division.
 - iii. In the event of a team being later than five (5) minutes from the scheduled time of the first-round game, the opposing captain (with five (5) members present) may claim a forfeit once this grace period has expired. A team shall not commence with fewer than five (5) players.
 - iv. If a club, who has a team in one grade and is short of a player for the semi-finals in a higher grade, may bring up a girl from one of their lower teams, provided she has played with her registered team three (3) times during the season. A team may interchange three (3) players at half time. The interchanged players must sign the score card before taking the court to play.
 - v. Any member of the Management Committee has the power to remove a player from the court of play if she feels that the player's dress or behaviour is contrary to the spirit of the game.
- c. Score Cards
 - i. Both teams shall keep score on the official score sheet, in the format specified by QCNA, which must be signed after the match by the Captains and Umpires, or as the format requires, and shall be handed by the

winning team to the Registrar immediately after the match, or otherwise submitted as specified by QCNA.

- ii. Points Awarded:
 - 1. Point for a win – 3 points.
 - 2. Points for a draw – 2 points.
 - 3. Points for a loss – 1 point.
 - 4. Points for a forfeit – Nil.
 - iii. If seven (7) players do not participate in a game it must be noted on the score card otherwise points will be deducted.
 - iv. In the event of a team playing an unregistered player, they shall be penalised 3 points and the opposing team shall be awarded the 3 points and declared the winner of that game.
- d. Drawn Games
- i. At the discretion of the Management Committee, if the score between two (2) teams at the completion of any major match is level, the teams shall, after a rest of three (3) minutes, change ends and play two (2) rounds of seven (7) minutes each without a rest, but changing ends between rounds. If the result is still a draw, the game will continue until one team has a two goal lead, that team will then be declared the winner.
- e. Officials
- i. The officials of the finals are: Umpires, the timekeepers and the scorer/s. Each team must supply a timekeeper and a scorer. The timekeepers and scorers shall perform their respective duties together at a point designated by the umpire.
- f. Major Round
- i. The major round shall be played only on the dates set down in the program, or dates deemed by the Management Committee in the event of unforeseen circumstances.
 - ii. If two (2) or more teams in the first four (4) positions at the end of fixtures are on equal points, a count back of goals scored, for and against and averaged, will determine the final position of these teams.
 - iii. For divisions with eight (8) or more teams, the finals format will be:

First Final: First team versus Second team = Match A
Third team versus Fourth team = Match B

Second Final: Winner of Match B versus loser of Match A = Match C.

Grand Final: Winner of Match A versus winner of Match C. Unless otherwise determined by QCNA.

- iv. For divisions with less than eight (8) teams, the finals format will be determined by the Management Committee.
 - v. An award to be retained by each member of the winning team may be presented. A runners-up award may be presented to each member of the second team in each grade. A maximum of nine (9) awards may be presented, any extra awards to be purchased at the team's expense.
 - vi. In place of v. above QCNA may substitute the presentation of awards in a manner determined by the Executive of QCNA.
- g. Complaints
- i. Any player found guilty of disputing an umpire's decision on the netball court or otherwise misconducting herself shall be liable to be disqualified from taking part in any match under the control of the Association, the length of such disqualification to be decided upon by the Management Committee. Umpires must report in writing such players to the Secretary.
 - ii. Any complaint must be lodged in writing to the Secretary for consideration by the Management Committee within 48 hours of the match being played.
 - iii. Any complaints referring to the umpiring must be lodged in writing to the Umpires Sub-Committee within 48 hours of the match being played and will be dealt with as soon as possible.

7. REGISTRATION AND CLEARANCES

- a. Initial registration of seven (7) players at least must be made on application for affiliation.
- b. Captains of teams will have the right to play new members up to the last fixture match; such registrations to be paid prior to taking the field. Failure to comply with

this ruling shall result in the forfeit of the match by the offending team to the opposing.

- c. Any players who have played fewer than three (3) team matches shall not be eligible for finals.
- d. Players are not allowed to register in more than one (1) team/club.
- e. In the event of a team/club disbanding, its members shall be at liberty to play with any other team/club with the consent of the Management Committee.
- f. A clearance in written form must be obtained to transfer from one team/club to another during a season, endorsed by the secretary of her previous team/club. On transferring, further registration fees must be paid. One (1) transfer only will be granted during any one season, unless in unforeseen circumstances when the controlling committee may decide otherwise.
- g. A player's age on 31 December in the current year shall determine the age group in which she may play.

8. PLAYERS

- a.

Team Players

 - i. All players must be registered and financial before they play (penalties apply).
 - ii. Variations to your team's original nomination need to be advised to the desk.
 - iii. Five (5) players are needed to take the court.
 - iv. Up to two (2) pool or borrowed or Fill-In players can be used and the game will still earn points.
 - v. Otherwise you may fill your team with Pool or Borrowed or Fill-In players and play a "friendly" game, thus forfeiting the points to the opposition.
- b.

Borrowed Players

 - i. Are players from a lower division who may "play up" in a higher division.
 - ii. A player may play up twice in a higher division. If they play a third game up, then they will need to remain in the higher division.
 - iii. The only exception to this rule is any lowest division player can fill in for a team in that division, as well as higher divisions.
 - iv. Note: A Borrowed Player's actual team and division must be included on the scorecard next to their signature. If not, penalties will apply, i.e. forfeit of points earned in that game.

- c. Pool Players
 - i. A Pool Player is a player who is currently registered with Netball Queensland but not registered with a specific team in the QCNA competition.
 - ii. Pool players must be willing to play for any team.
 - iii. A Pool Player may play more than one game per night. Fees will apply and will be decided annually.
 - iv. A Pool Player becomes a registered member of a team after playing six (6) games for that team. In the event of a Pool Player playing six (6) games for two (2) different teams a decision by the player on which team to register with needs to be made.
 - v. A subsequent three (3) games need to be played with that team in order to qualify for semi-finals and finals.
 - vi. Before playing a pool player must report to the desk to pay their sign on and playing fees and sign the scorecard stating 'Pool Player' next to signature on scorecard.

- d. Fill-In Players
 - i. A Fill-In player is a player who is currently registered with Netball Queensland, but not registered with a specific team in the QCNA competition.
 - ii. A Fill-In may take the place of an absent player to avoid a team having to forfeit.
 - iii. A Fill-In player may not be used if there are seven (7) registered players present already.
 - iv. No Fill-In players may play in semi-finals or finals.
 - v. A maximum of two (2) Fill-Ins may be used in any one game and may only play for one (1) team per night.
 - vi. Fees will apply and will be decided annually.
 - vii. Before playing, a Fill-In player must report to the desk to pay their sign on and playing fees and sign the scorecard stating 'Fill-In Player' next to signature on scorecard.

9. UMPIRES

- a. Each team umpire must attend the Association's compulsory training program as set by the Umpires Convenor for the Season.
- b. All umpires shall be graded. Team umpires, whether a National Badged Umpire or a representative team umpire, shall sit the Netball Australia Theory Exam, which is available on the Netball Queensland website, complete the Exam and download a Certificate. The pass mark is 70% and remains current for a six-year period.
- c. To obtain our Association's Umpires' awards, you must:

- * Stage 1 Umpire fixture nights on a regular basis (at least 80% of the season) and have been coached on these games. A current Netball Australia Theory pass and a Level 1 Umpire's Course are both requirements.
 - * Stage 2 The Umpire Convenor will organise a practical game on which you will be tested.
- d. To be eligible for QCNA to nominate you for a National Umpires Badge, you require constant coaching on higher level games and have your prerequisites in place (a current Netball Australia Theory pass and Level 1 Umpires Course).

10. REPRESENTATIVE TEAMS

- a. Representative and Elite Netball Queensland Competition Teams:
 - i. The Association shall endeavour to compete in the Junior State Age and Senior State Age (or their equivalent as determined from time to time by Netball Queensland) competitions and also the elite Netball Queensland (or their equivalent as determined from time to time by Netball Queensland) competition each year.
 - ii. Qualification for selection into a team to represent the Association shall be:
 - a) Membership of a team registered with the Association and such members shall be eligible to present themselves for test at the first trial;
 - b) Proof of regular participation in fixture competition.
 - iii. All players nominating for selection in the representative teams will be required to attend all training sessions. Any player not attending a trial without reasonable excuse shall be deemed not available for selection.
 - iv. Selection of the Association Representative teams will be by the three (3) selectors. Each team to consist of at least nine (9) players, Coach, Umpire and Manager.
 - v. The Management Committee shall have the power to add or reduce the number of players on the original squad.
 - vi. The Coach only will make the final decision with regard to the players and their positions for each match during the tournament.

- vii. Captain shall be named by the Coach.
- viii. Players selected for Representative Teams shall pay a levy amount to be fixed by the Management Committee, payable by a date set down by the Management Committee, and any player withdrawing from the team after commencement of training shall, except on presentation of medical certificate for sickness or injury, forfeit their levy.

11. UNIFORMS

- a. Playing uniforms for the Association Representative Teams shall be predominantly green, white, and black, white socks and suitable netball shoes.
- b. Playing uniforms for the Elite Netball Queensland Competition Teams shall be predominantly green, white, and black, white socks and suitable netball shoes.
- c. Coaches, Umpires and Manager walking-out uniforms shall be the same as the players.
- d. Walking-out uniform for the Association Representative Teams and Elite Netball Queensland Competition Teams shall be decided by the Management Committee.

12. INSURANCE

Each player and official registered with the Queensland Catholic Netball Association Inc. will be covered by a compulsory insurance company through Netball Queensland. All claims are to be made through the Treasurer of this Association.

13. APPEALS TRIBUNAL

- a. The Management Committee shall at its first meeting following the Annual General Meeting in each year appoint an Appeals Tribunal consisting of three (3) persons, not being members of the Management Committee nor having any affiliation with any member association, who have indicated their agreement to the Secretary to become members of the Appeals Tribunal.
- b. The members of the Appeals Tribunal shall:
 - i. Convene as required, to hear and determine appeals
 - ii. Have the power to make rules of conduct for appeals;

- iii. Appoint one (1) of their number as Chairperson in respect of the hearing of each such appeal;
 - iv. Proceed promptly to hear and determine each such appeal;
 - v. Cause the secretary to give notice in writing to the appellant and to the Management Committee at least five (5) clear days prior to the date and place and time so appointed, and of any special rules formulated by the Tribunal for the conduct of the appeal;
 - vi. Deliver its decision on the matter of each appeal in writing to the Secretary within five (5) clear days following the hearing of the appeal;
 - vii. The Secretary shall in writing notify the appellants and the Management Committee of the decision of the Appeals Tribunal.
- c. Any casual vacancy of the Appeals Tribunal shall be filled by the Management Committee in accordance with the provisions of sub-paragraph (1) of the Section.

LIFE MEMBERS

1982	Carmel Holmes (Kelly)	2016	Lynn Vickers
1983	Rae Guerin	2016	Amanda Masters
1983	Jenny Pfingst	2016	Sandra Finnen
1984	Heather Spooner (McFillen)	2017	Lois Pagano
1989	Patricia Trebbin (Devery)	2022	Megan Grainger
1989	Lynn Hannan (Wall)		
1990	Carmel Devery		
1990	Maree Kickbusch (Tardiani)		
1991	Roslyn Noone		
1992	Jan Lange (Grieve)		
1994	Barbara Walden - Deceased		
1995	Jennifer Kohout (Walden)		
1997	Elizabeth Bourne (Taylor)		
2000	Helene Clarkson (Politis)		
2005	Robbie Leikvold		
2005	Dianne Cocker		
2005	Madonna Corless (Dalton)		
2006	Barbara Kelly		
2006	Marie Semmens		
2010	Sue Maskell		
2014	Claire Fitzsimon		
2014	Bruce Atterton-Evans		
2014	Allison Thompson		
2015	Cathy Hindmarsh		
2015	Karen Cattelini		