



Constitution

Sharks Netball Inc

ABN 55 273 740 021

Incorporated Association IA57701 (Qld)

Constitution

Sharks Netball Club Inc

1	Interpretation	4
2	Name.....	4
3	Objects.....	4
4	Powers.....	4
5	Classes of members.....	5
6	Automatic membership.....	6
7	New membership.....	6
8	Membership fees.....	6
9	Admission and rejection of new members	7
10	When membership ends.....	7
11	Appeal against rejection or termination of membership.....	8
12	General meeting to decide appeal	8
13	Register of members	9
14	Prohibition on use of information on register of members.....	9
15	Membership of management committee	10
16	Electing the management committee	11
17	Resignation, removal or vacation of office of management committee member	11
18	Vacancies on management committee	12
19	Functions of management committee.....	12
20	Meetings of management committee	13
21	Quorum for, and adjournment of, management committee meeting	14
22	Special meeting of management committee	14
23	Minutes of management committee meetings.....	15
24	Appointment of subcommittees.....	15
25	Acts not affected by defects or disqualifications.....	16
26	Resolutions of management committee without meeting.....	16
27	First annual general meeting.....	16

28	Subsequent annual general meetings	16
29	Other business for annual general meeting	17
30	Notice of general meeting	17
31	Quorum for, and adjournment of, general meeting	17
32	Procedure at general meeting	18
33	Voting at general meeting.....	19
34	Special general meeting	19
35	Proxies.....	20
36	Minutes of general meetings	21
37	By-laws	22
38	Alteration of rules.....	22
39	Funds and accounts.....	22
40	General financial matters	22
41	Documents	23
42	Financial year	23
43	Distribution of surplus assets to another entity.....	23

A. GENERAL

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

registered player—means a player who is currently registered with Netball Queensland as playing for Sharks Netball Inc., or in the off season period was registered with Netball Queensland as playing for Sharks Netball Inc. at the conclusion of the previous winter season.

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is Sharks Netball Club Inc (***the association***).

3 Objects

The objects of the association are to—

- (1) Promote, encourage and foster the game of netball across all age groups
- (2) Develop, train, coach and encourage members of Sharks Netball Club in the game of netball so that all players have the ability to reach their full potential
- (3) Actively engage with the Cairns community to improve the pathways into netball
- (4) To encourage and support people in healthy and active lifestyles

4 Powers

- (1) The association has the powers of an individual.
- (2) The association may, for example—

- (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the '[to be completed]' (the ***unincorporated association***).
- (4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

B. MEMBERSHIP

5 Classes of members

- (1) The membership of the association consists of five types of members, all of whom are classes of ordinary members.
- (a) Adult registered player members;
 - (b) Junior registered player members;
 - (c) Parent/Guardian members;
 - (d) Life members; and
 - (e) Volunteer members.
- (2) The number of ordinary members is unlimited.
- (3) Junior registered player members do not have a power to vote.
- (4) Parent/Guardian members are the nominated parent or guardian for any registered player under the age of 18, as set out in the junior player registration process conducted with Netball Queensland at the most recent registration. Only one parent/guardian member can be nominated for each junior player member.
- (5) Life members are members of the club Life membership of the Club may be given to any person whom the Management Committee deems to have provided outstanding service to the Club over a period of ten (10) accumulative years (which period does not need to be continuous). Active participation on the management committee will be favourably considered.
- (6) Volunteer members are:

- (a) any coach, manager, committee member or other volunteer for Sharks Netball Inc that are not already included in the classes of members above; and
- (b) who are registered with Netball Queensland as a volunteer for Sharks Netball Inc., or in the off season period were registered with Netball Queensland as volunteering for Sharks Netball Inc. at the conclusion of the previous winter season.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- (1) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- (2) if there is no equivalent class of membership—as an ordinary member.

7 New membership

Membership of Sharks Netball Inc. is completed through the Netball Queensland registration process, or in an alternative form as determined from time to time by the management committee.

8 Membership fees

- (1) The membership fee for each ordinary membership and for each other class of membership (if any)—
 - (a) is the amount decided by the members from time to time at a general meeting; and
 - (b) is payable when, and in the way, the management committee decides.
- (2) A member of the incorporated association who, before becoming a member, has paid the member's annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives—
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's application, the person is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or

- (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) 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) 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.

11 Appeal against rejection or termination of membership

- (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.
- (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.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- (1) The management committee must keep a register of members of the association. For the purposes of this section, it is sufficient that the register of members is kept through a third party such as Netball Queensland.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) details about the termination or reinstatement of membership;
 - (d) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be available for inspection by members of the association upon reasonable request.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's 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.

14 Prohibition on use of information on register of members

A member of the association must not—

- (1) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (2) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (3) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

C. MANAGEMENT COMMITTEE

15 Membership of management committee

- (1) The management committee of the association consists of the following positions:
 - (a) President
 - (b) Vice President (maximum of 2)
 - (c) Treasurer
 - (d) Secretary
 - (e) Registrar
 - (f) Senior Convenor
 - (g) Junior Convenor
 - (h) Senior Coach
 - (i) Event Convenor
 - (j) Uniform Convenor
 - (k) Equipment Convenor
 - (l) Social Media Convenor
 - (m) Communications Convenor
 - (n) Fundraising Convenor
 - (o) Sponsorships Convenor
 - (p) Member Welfare Convenor
 - (q) General Management Committee Member (Maximum of 4)
- (2) A member of the management committee must be a member of the association.
- (3) A member of the management committee may hold additional management committee positions if necessary, however if one person holds numerous roles they only hold one vote.
- (4) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (5) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

- (6) The roles of each member of the management committee are set out in Annexure A to this Constitution.

16 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any member of the association may nominate another member (the ***candidate***) to serve as a member of the management committee;
 - (b) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (c) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (4) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.

17 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.

- (3) 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.
- (4) 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.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

18 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

19 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- (3) The management committee may exercise the powers of the association—

- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) 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, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- (a) the financial institution for the association; or
 - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

20 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) The president is to preside as chairperson at a management committee meeting.
- (9) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

21 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 40% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

22 Special meeting of management committee

- (1) If the secretary receives a written request by members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting after the secretary receives the request.
- (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state—

- (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
- (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 7 days after notice of the meeting is given to the members of the management committee.

23 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

24 Appointment of subcommittees

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

25 Acts not affected by defects or disqualifications

- (1) An act performed by the management committee, subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

26 Resolutions of management committee without meeting

- (1) A written resolution signed or otherwise agreed to in writing by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed or agreed to by 1 or more members of the committee.

D. GENERAL MEETINGS

27 First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

28 Subsequent annual general meetings

Each subsequent annual general meeting must be held—

- (1) at least once each year; and
- (2) within 6 months after the end date of the association's reportable financial year.

29 Other business for annual general meeting

The management committee must ensure that the association complies with the relevant parts of the Act that apply in relation to the preparation of financial documentation of the association.

30 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

31 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association— (a) the meeting is to be adjourned for at least 7 days; and
(b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

32 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

33 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

34 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
 - (a) why the special general meeting is being called; and (b) the business to be conducted at the meeting.

- (3) A special general meeting must be held within 3 months after the secretary—
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

35 Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form— [*Name of association*]:

I, _____ of _____ being a member of _____ of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____
 _____ Signature

- (2) The instrument appointing a proxy must—
 - (a) if the appointor is an individual—be signed by the appointor or the appointor’s attorney properly authorised in writing; or
 - (b) if the appointor is a corporation—
 - (i) be under seal; or
 - (ii) be signed by a properly authorised officer or attorney of the corporation.
- (3) A proxy may be a member of the association or another person.
- (4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

- (6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of association]:

I, _____ of _____ being a member of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____
 _____ Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[List relevant resolutions]

36 Minutes of general meetings

- (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.
- (2) To ensure the accuracy of the minutes—
 - (a) 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
 - (b) 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.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.

- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

37 By-laws

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

38 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered in accordance with the requirements of the Act.

E. FINANCIAL AND ADMINISTRATIVE MATTERS

39 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by electronic funds transfer.
- (5) All expenditure must be approved or ratified at a management committee meeting.

40 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

41 Documents

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

42 Financial year

The end date of the association's financial year is 31 December in each year.

43 Distribution of surplus assets to another entity

- (1) This rule applies if the association—
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
 - (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— *surplus assets* see section 92(3) of the Act.

Annexure A: Roles of management committee members

PRESIDENT

- the satisfactory running of the Club in relation to the strategic planning, implementation and co-ordination of Club activities,
- chairing and the proper conduct of Management Committee, Executive Committee, Annual General, General and other Club meetings
- representing the Club to outside organisations and at CNA and Netball QLD functions and meetings as required
- Approval of all marketing and public relations campaigns including but not limited to resources, brand collateral, uniform, apparel, merchandise and other communication methods
- Approval of communication externally and internally within the association

VICE-PRESIDENT(S)

- Where the President is unable to be attend a meeting, or fulfil a duty of the President, one or both Vice Presidents shall step in to fulfil those duties
- The Vice Presidents will assist the President in his or her duties and provide guidance and mentoring to the other Officers of the Management Committee
- In the absence of a person specifically appointed by the Club for the role from season to season, one or both Vice Presidents will act as the Club's web manager to ensure that the Club's website is up to date

SECRETARY

The Secretary is the principal administrative officer of the Club and is responsible for carrying out the decisions of the Management Committee meetings, unless otherwise stipulated or delegated.

- ensure the Club abides by its duties as set out by CNA and Netball QLD
- provide meeting papers (including an agenda) to each Management Committee Officer, preferably at least seven (7) days before a Management Meeting
- after consultation with the President, prepare and dispatch Notices of Meetings and associated documents for all Annual General Meetings and General Meetings of the Club
- The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are recorded and saved to the Sharks Netball GDrive.

- respond to and keep copies of all relevant incoming and outgoing Club correspondence, make these available to each Management Committee meeting and store these with the Club's archived material
- make available any correspondence and other records and papers relating to the Club if requested by any member of the Management Committee, except where the Executive Committee imposes a limited access regime for appropriate confidentiality purposes,
- assist to ensure that the records, documents, database and books of The Club are maintained and that the history is updated regularly
- maintain a contacts list for all Management Committee Officers
- liaise with CNA for the continued use of the training grounds for training purposes and for meetings of The Club
- act as the principal point of contact for communications with CNA and for enquiries from prospective Members
- Oversee any subcommittee created to assist with related duties such as registration

TREASURER

- receive and oversee the pay out of money on behalf of the Club
- keep a proper record and books for all transactions
- arrange a bank account and signatories to all cheque accounts and appropriate security checks for all electronic accounts
- invest money in such a manner as the Management Committee may think fit and in accordance with the Constitution
- present appropriate financial reports to the Club Management Meetings and Annual General Meetings
- in conjunction with the President, be responsible for the accurate preparation and submissions of applications for grants to the relevant authorities
- ensure that an annual income and expenditure report is prepared and audited prior to the Annual General Meeting
- liaise in a timely fashion with the Club's auditor as required
- Oversee subcommittees responsible for fundraising and sponsorship
- Create and manage sponsorship agreements including issuing invoices

REGISTRAR

- At the beginning of the year organise dates for registration with the Management Committee
- Update registration forms and distribute as required
- Organise and attend registration day
- Maintain and organise records of registered players
- Complete all registration paperwork
- Provide copy of collated teams to Secretary
- Assist the Secretary and convenors with all registration enquiries
- Attend all general meetings and Management Committee meetings

JUNIOR CONVENOR

- Attend all general meetings and Management Committee meetings
- Attend and assist on registration day
- Assist in compilation of teams at the start of the year
- Assist at grading
- Communicate and liaise with junior teams
- Act as Game Night Delegate and be the point of contact for all game night enquiries and ensure the completion of umpire and scorer tasks
- Notify CNA and/or Netball QLD of all accidents that could give rise to insurance claims
- Communicate to Management Committee regarding any concerns or ideas for improvement regarding junior teams
- Be responsible in notifying and co-ordinating with junior coaches all relevant information
- Assist with the end of year presentation

SENIOR CONVENOR

- Attend all general meetings and Management Committee meetings
- Attend and assist on registration day
- Assist in the compilation of teams at the start of the year
- Assist with team selections
- Communicate and liaise with senior teams
- Act as Game Night Delegate and be the point of contact for all game night enquiries and ensure the completion of umpire and scorer tasks
- Notify CNA and/or Netball QLD of all accidents that could give rise to insurance claims
- Communicate to Management Committee regarding any concerns or ideas for improvement regarding senior teams
- Be responsible in notifying and co-ordinating with seniors coaches all relevant information
- Assist with the end of year presentation

SENIOR COACH

- Attend all general meetings and Management Committee meetings
- Confirm that all coaches have a valid Blue card. Issue application forms to coaches
- Advise coaches of when there are coaching clinic opportunities
- Hold coaching clinics in-house to increase knowledge and skills for our coaches
- Keep in contact with coaches to ensure they have support
- Make sure all new coaches have a blue card
- Assist in team selections and liaise with selection committee
- If entire teams come over to club, arrange for a grading game

EVENTS COORDINATOR

- Arrange the end of year presentation (co-ordinate with Management Committee)
- Assist the President and Secretary in choosing trophies for the end of year presentation
- Organise yearly events as decided at General Meetings for example social events, coaching courses, fitness, drills and skills for players
- Arrange any fundraising opportunities

GENERAL COMMITTEE MEMBERS

- Assist the other Officers of the Management Committee in their duties where required.
- Pro-actively assist in the general running of the Club where needed
- Assist with fundraising activities
- Attend to such matters that are reasonably assigned to them by the Management Committee from time to time
- Attend all management committee meetings
- Actively participate in club discussion and decision making

EQUIPMENT OFFICER

- Collect all bags and equipment at the end the season and check condition of all equipment;
- Do a stock take of equipment at the beginning of season
- Keep a record of all equipment owned by the Club
- Discard any broken equipment;
- Obtain new equipment for the start of the year
- Organise the team bags for the year
- Arrange with the coaches for collection of bags

SOCIAL MEDIA OFFICER

- Keep social media and website update with current information about the Club
- Ensure all correct details regarding Committee Members are updated
- Advertise on social media when is registration
- Contact appropriate persons when information comes through the club social media accounts
- Upload when requested notices for our website and Social Media items from club members and committee

CORRESPONDENCE OFFICER

- Support the secretary to manage all incoming and external correspondence
- Regularly check incoming emails and distribute to the relevant person
- Respond to potential player enquiries in an effective and efficient manner

MARKETING OFFICER

- Design or arrange for graphic design of promotional material, branding collateral and logo development at the request of the Management Committee
- Ensure that all marketing and brand usage complies with rules outlined within the Style Guide
- Liaise with providers/stakeholders regarding the design, production and delivery of orders relating to but not limited to market branding collateral, merchandise and promotional material
- Ensure that all providers used for production are reputable, credible and provide products based on quality and cost effective.