



Fremantle Netball Association (Inc.)

Constitution and By-Laws

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1.0 NAME

The name of the Association shall be the Fremantle Netball Association (Inc.), (hereinafter referred to as "the Association") {Incorporation number A0620003R, 1962}.

2.0 HEADQUARTERS

The headquarters of the Association shall be at the Sir Frank Gibson Reserve, known as Gibson Park, High Street, Fremantle.

3.0 COLOURS

The colours of the Association shall be royal blue and white.

4.0 OBJECTS

4.1 The objects of the Association shall be:

- 4.1.1 to encourage, promote, control and manage the game of netball within the Fremantle Netball Association Region.
- 4.1.2 to affiliate with Netball WA (Inc.).
- 4.1.3 to act for its members in all matters pertaining to netball and the control thereof.
- 4.1.4 to do all such other things as are conducive or incidental to the attainment of the above objects.

5.0 NOT-FOR-PROFIT BODY

- 5.1 The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- 5.2 A payment may be made to a member out of the funds of the Association only if it is authorised under **Clause 5.3**.
- 5.3 A payment to a member out of the funds of the Association is authorised if it is:
 - a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

6.0 PAYMENTS TO COMMITTEE MEMBERS

Provided correct evidence is supplied for the expenditure, such as tax invoices,

- 6.1 a committee member is entitled to be reimbursed out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:
 - a. in attending a committee meeting; or
 - b. in attending a general meeting; or
 - c. otherwise in connection with the Association's business.
- 6.2 A payment may be made to a Committee member out of the funds of the Association if it is authorised under **Clause 5 (3)**.

7.0 POWERS

- 7.1 The Association shall have the following powers:
- 7.1.1 to raise money by affiliation fees, registration fees, subscriptions and levies and by such other methods as from time to time the Executive shall see fit.
 - 7.1.2 to purchase, take on lease, exchange hire or otherwise acquire any real or personal property which may be deemed necessary or convenient for any of the objects of the Association.
 - 7.1.3 to invest the monies of the Association not immediately required in such a manner as may be determined by the Executive.
 - 7.1.4 to manage, develop, lease, sell, convey assign or otherwise dispose of either absolutely or by way of mortgage any real or personal property for the time being vested in the Association and in case the Association should take hold any property which may be subject to any trust to deal with the same in such manner as allowed by law having regard to such trust.
 - 7.1.7 to borrow or raise upon loan any sum or sums of money and for the purpose of securing repayment thereof to execute or give any mortgages, charges, bonds, debentures, bills of exchange, promissory notes or other securities over all or any of the property of the Association as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them.
 - 7.1.6 to conduct appeals for funds and accept donations, whether of real or personal estate, and devises and bequests.
 - 7.1.7 to employ, pay and dismiss employees as may be deemed necessary for furthering the objects of the Association, and to define the duties of such employees as it sees fit.
 - 7.1.8 to lay out, construct, build, erect or maintain upon the premises for the time being belonging to or occupied by the association, playing fields, grandstands, changing rooms and other buildings and improvements incidental thereto and to furnish, fit up and maintain the same for the use of the members of the Association or any of them and if thought fit to provide all the necessary equipment, appliances and conveniences therefore.
 - 7.1.9 to become affiliated with or subscribe to other Associations or bodies whose objects are similar to the objects of the Association and if thought fit to withdraw or retire from any such Association or body.
 - 7.1.10 if thought fit to obtain raffle permits and other licences as may be considered of benefit to the Association.
- 7.2 It is the intention that each and all of the powers specified in the preceding sub-clauses shall in no ways be limited or restricted by reference to or inference from the terms of any sub-clauses, or of the main objects as first mentioned.

8.0 JURISDICTION

- 8.1 The Association shall have sole jurisdiction over the players and clubs within the Fremantle Netball Association in all matters pertaining to Netball.

9.0 MEMBERSHIP

- 9.1 Membership of the Association shall be open to:
- 9.1.1 (1) Clubs
 - (2) Committees of the Association
 - (3) Umpires
 - (4) Life Members
 - (5) Honorary Life Members
 - (6) Officials of the Association
- 9.2 All members of clubs admitted to membership of the Association shall be amateurs according to the rules of All Australian Netball Association (Ltd.)
- 9.3 A club is one or more teams wishing to play in interclub matches conducted by the Association. Seven (9) players shall constitute a team, and each playing member shall be entitled to all rights and privileges of membership.

- 9.4 Committees shall consist of one or more persons elected at the Annual General Meeting or appointed by the Executive.
- 9.5 Umpires are those appointed to umpire matches of the Association.
- 9.6 Life Membership shall be conferred at an Annual General Meeting by a two-third majority of those present and entitled to vote at that meeting, and Life Members shall, during the continuance of their life, be entitled to all the rights and privileges of membership.
- 9.7 Honorary Life Membership shall be conferred at an Annual General Meeting by a two-third majority of those present and entitled to vote at that meeting, and Honorary Life Members shall, during the continuance of their life, be entitled to all the rights and privileges of membership but shall not vote.
- 9.8 Officials of the Association are persons appointed by the Executive as such.

10.0 ADMISSION TO MEMBERSHIP

- 10.1 Each Club, Committee of the Association, Umpire, Life Member, Honorary Life Member, Official of the Association admitted to membership with the Association shall:
 - 10.1.1 be bound by the Constitution and Bylaws of the Association.
- 10.2 Each Club, admitted to membership with the Association shall further:
 - 10.2.1 become liable for such fees, subscriptions and levies as may be fixed by the Executive.
 - 10.2.2 register its colours and uniform with the Associations as set out in the By-laws 12.1(4).
 - 10.2.3 comply with the regulations governing match play as provided for in the By-laws 12.0.

11.0 TERMINATION OF MEMBERSHIP

- 11.1 Membership shall be terminated by any one of the following events:
 - 11.1.1 Resignation
 - 11.1.2 Death
 - 11.1.3 Winding up of the club.
 - (1) At the time of lodging an application to withdraw, any club may, at the discretion of the Executive, remain liable for all fees, subscriptions, and/or levies incurred up to the time of lodging the application to withdraw.
 - (2) In the event of a club withdrawing during the season, its members shall be at liberty to play with any other club with the consent of the Association, but no club shall be considered disbanded unless notice of such disbandment be lodged with the Association by the stipulated date.
 - 11.1.4 For activities adverse to the Association.

12.0 REGISTER OF MEMBERS AND RULES

- 12.1 The Association shall keep and maintain, in an up to date condition, a register of members of the Association and their postal or residential addresses and, upon the request of a member, shall make the register available for the inspection of the member. The member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- 12.2 The Association shall keep and maintain, in an up to date condition, the rules of the Association and, upon the request of a member of the Association, shall make available those rules for the inspection of the member. The member may make a copy of or take an extract from the rules but shall have no right to remove the rules for that purpose.

13.0 APPOINTMENTS

- 13.1 The appointment of Patron(s), Solicitor, and Auditor shall be confirmed at the Annual General Meeting.

14.0 OFFICERS

- 14.1 The Officers of the Association shall be the President, First Vice President, and Second Vice President.
 - 14.1.1 Between meetings of the Executive, the day to day business shall be managed by the officers.

15.0 MANAGEMENT

- 15.1 Management of the Association shall be vested in the Executive, elected or appointed as prescribed in the By-Laws and consisting of:
 - 15.1.1 President
 - First Vice President
 - Coaching Co-ordinator
 - Umpires' Co-ordinator
 - Competitions Co-ordinator
 - Association Representative Teams Co-ordinator
 - Uniform and Equipment Co-ordinator
 - Grounds Co-ordinator
 - Canteen Co-ordinator
 - Sponsorship & Publicity Coordinator
 - Promotions Coordinator
 - Three (3) other members
- 15.2 The Second Vice President shall be a member of the Executive and shall be elected by the Executive.
- 15.3 Except for the Second Vice President, no member shall hold more than one position on the Executive.
- 15.4 At no time shall more than one-fourth of the Executive be members of any one Club, disregarding fractions.
- 15.5 A member may:
 - 15.5.1 play for one Club and coach or be associated with another but shall be deemed to be a member of the Club with which registration has been effected for the purpose of the Executive.
 - 15.5.2 coach or be associated with one or more Clubs but shall state where obligations lie, for the purpose of the Executive.

16.0 COMMITTEES

- 16.1 Standing Committees shall be elected at the Annual General Meeting as prescribed in the By-Laws. The prior written consent of any nominee to be elected shall be necessary.
- 16.2 The Executive shall have the power to appoint special standing and ad-hoc committees as required and delegate to those committees such powers as it may deem necessary.
- 16.3 The Convener of each committee shall be appointed by the Executive.
- 16.4 Each special or ad-hoc committee shall be responsible to the Executive through its Convener.
- 16.5 No proxy representative shall be allowed for any committee member, with the exception of the Permit and Protest Committee as set out in the By-Laws 2.9 (3).

17.0 POWERS OF THE EXECUTIVE

- 17.1 The Executive may exercise all such powers of the Association and carry into effect all such objects of the Association as are not by these articles required to be exercised by the Association in general meeting. Without limiting the generality of the preceding words and in addition to the powers specifically conferred upon it, the Executive shall have power to:
 - 17.1.1 administer the finances of the Association.
 - 17.1.2 appoint the bankers of the Association.
 - 17.1.3 direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any account.
 - 17.1.4 fix the manner in which such banking accounts shall be operated upon and nominate the members whose signatures shall be the authority for withdrawal of funds from each account.
 - 17.1.5 fix fees and subscriptions payable by clubs and decide such levies, rates of fines and charges as it deems necessary and advisable, and to enforce payment thereof.
 - 17.1.6 adjudicate on all matters brought before it which in any way affect the Association or the game of netball.
 - 17.1.7 cause minutes to be made of all proceedings at meetings of the Executive and General meetings of members.

- 17.1.8 determine from time to time the conditions on which and times when members or others may use the grounds or premises of the Association or any part thereof.
- 17.1.9 fix and collect charges for admission to the grounds when necessary.
- 17.1.10 make, amend and rescind rulings and By-laws not consistent with this Constitution and By-Laws.
- 17.2 All decisions shall be binding on all members provided that at the written request of three (3) Clubs, the Executive shall reconsider such decisions. Any member then aggrieved by the final decision of the Executive may call a Special Meeting under the procedure set out in clause 18.1.2 (2) of the Constitution.

18.0 MEETINGS

- 18.1 Annual General Meeting and Special Meetings
 - 18.1.1 The Annual General Meeting of the Association shall be held not later than the 31st March.
 - 18.1.2 Special Meetings may be called:
 - (1) at the direction of the President.
 - (2) at the written request of 20% affiliated Clubs.
 - 18.1.3 Members shall be given at least fourteen (14) days notice of the date of the Annual General Meeting and Special Meetings.
 - (1) Notice of the Annual General Meeting shall be accompanied by copies of Annual Report (s), nomination forms for members of the Executive, and any proposed alterations or additions to the Constitution and By-Laws.
 - (2) Notice of Special Meeting shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that Special Meeting.
 - 18.1.4 All members may attend the Annual General Meeting and Special Meeting.
 - 18.1.5 The quorum at the Annual General Meeting and Special Meeting shall be delegates from one quarter of Clubs, disregarding fractions, or twenty (20) persons entitled to vote, whichever is the smaller.
 - 18.1.6 Should a quorum not be present at the time set for the meeting, then the meeting will stand adjourned, to a date one (1) week later, at the exact same time, at which if a quorum is not present then the meeting is authorized to proceed and deal with all matters as set out on the agenda.
- 18.2 Executive Meetings
 - 18.2.1 The Executive shall meet at such times as may be deemed advisable for the efficient working of the Association.
 - 18.2.2 A meeting of Executive shall be called:
 - (1) At the direction of the President, or in the absence of the President, a Vice President; or
 - (2) At the written request of three (3) members of the Executive.
 - 18.2.3 Each Executive member shall be given at least seven (7) days' notice of the date of any Executive meeting except in unforeseen circumstances when it is impossible to give the time stated. The notice shall specify the general nature of the business to be dealt with and no other business will be dealt with.
 - 18.2.4 The quorum at Executive meetings shall be a simple majority of members. That is the number representing half the membership plus one (1).
 - 18.2.5 Any member absent from two (2) consecutive meetings without reasonable cause may be replaced; the replacement to be decided by the Executive.
 - 18.2.6 No proxy representatives shall be allowed for Executive members.

19.0 VOTING

- 19.1 Voting Powers at the Annual General Meeting and Special Meetings:
 - 19.1.1 The President shall have a casting vote only.
 - 19.1.2 Each Club shall be entitled to two (2) votes.
 - 19.1.3 Each Executive member shall be entitled to one (1) vote.
 - 19.1.4 Each Life Member shall be entitled to one (1) vote.
 - 19.1.5 Honorary Life Members shall not be entitled to vote.

- 19.1.6 No person shall have more than one (1) vote.
- 19.2 Voting powers at Executive meetings:
 - 19.2.1 The President shall be entitled to deliberative as well as a casting vote.
 - 19.2.2 Each member present shall have one (1) vote.
- 19.3 Voting powers at Committee Meetings:
 - 19.3.1 Each member present shall have one (1) vote.
 - 19.3.2 The President shall be an ex-officio member of all committees, but shall not, unless specifically elected or appointed as a member of a committee, be entitled to vote.
- 19.4 Method of Voting:
 - 19.4.1 Voting shall be by voice or show of hands, unless the majority of persons present requests a ballot
 - 19.4.2 When more nominations than are required are received, a ballot shall be taken if requested by a nominee.

20.0 COMPETITIONS

- 20.1 It shall be the policy of the Association to organise any form of competition as deemed necessary.

21.0 FINANCE

- 21.1 All funds of the Association shall be deposited in the accounts of the Association. Night safety deposit facilities shall be used when necessary.
- 21.2 Accounts due by the Association shall when possible be paid by electronic bank transmission or if this facility is not available, by cheque, after having been passed for payment at the Executive meeting. When immediate payment is necessary, accounts shall be paid and the action endorsed at the next Executive meeting.
- 21.3 Two (2) of four (4) signatories to operate accounts shall be the President, First Vice President, Second Vice President and Finance Administrator.
- 21.4 The Executive shall cause true accounts to be kept of all monies received and expended and of matters in respect of which such receipts and expenditure take place, and of all properties, assets and liabilities.
- 21.5 A statement showing the financial position of the Association shall be tabled at Executive meetings.
- 21.6 The Executive shall submit to the Annual General Meeting a statement of income and expenditure and a balance sheet of assets and liabilities. The Auditor's report shall be attached to the financial report.

22.0 FINANCIAL YEAR

- 22.1 The financial year of the Association shall commence on the 1st January and end on 31st December each year.

23.0 AUDIT

- 23.1 The accounts, books and all financial records of the Association shall be audited each year.

24.0 COMMON SEAL

- 24.1 The Association shall have a common seal which shall be kept at the headquarters of the Association and shall be used only by the President of the Association when authorised by the Executive, and every deed, instrument or document upon which the Seal is used shall be signed by the President and counter signed by a Vice President. A record shall be kept of all such deeds, instruments or documents to which the Seal shall have been affixed.

25.0 ENFORCEMENT OF THE CONSTITUTION AND BY-LAWS

- 25.1 The authority of the Association shall extend to and be recognized by all members.
- 25.2 The Executive shall have the power to enquire into, deal with, and adjudicate upon all questions and disputes as to the interpretations of this constitution and any ruling or by-law made hereunder, upon any breach or alleged breach of this constitution, its rulings and by-laws and upon complaint made to it of misconduct detrimental to the policy, interest or welfare of the Association by any person, or member. The Executive may caution, suspend, fine or otherwise

deal with the person, or member concerned. Its decision shall be binding on all parties concerned.

- 25.3 All enquiries into any Association matter shall be conducted in a fair and impartial manner having regard to the principles of natural justice. All concerned parties shall be entitled to be heard.
- 25.4 Should any matter not be covered in these rules, the rules of Netball WA (Inc.) shall apply except in respect of any matters determined by resolution.

26.0 ALTERATIONS TO CONSTITUTION

- 26.1 No alteration, repeal or addition shall be made to the constitution except at the Annual General Meeting, and notice in writing of all motions to alter, repeal or add to the constitution shall be signed by the proposer and seconder and sent to the Association at least six (6) weeks before the Annual General Meeting.
- 26.2 Such notices of motion shall be forwarded to all members at least fourteen (14) days prior to the Annual General Meeting.
- 26.3 Such motions or any part thereof shall be of no effect unless passed by a three-fourths majority of those present and entitled to vote at the Annual General Meeting.
- 26.4 A copy of such alterations and additions shall be lodged with Netball WA (Inc.).

27.0 ALTERATION TO BY-LAWS

- 27.1 Notice of motions from the Executive to alter or rescind by-Laws must be sent to all members.
- 27.2 If no objection to such alterations or rescissions has been received in writing from members within fourteen (14) days it will be deemed to have been accepted.
- 27.3 In the event of an objection being lodged, a special meeting may be called.

28.0 DISBANDMENT

- 28.1 The Association shall not disband unless with the consent of three-fourths of its members. Motion to disband the Association, signed by the proposer and seconder, shall be submitted in writing to the President, who shall give at least fourteen (14) days' notice of such motion to all members. Such notice shall be dealt with at a Special Meeting of the Association.
- 28.2 If carried by the necessary three-fourths majority of all members, notice to disband the Association shall be forwarded to Netball WA (Inc.).
- 28.3 If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the cost, charges and expenses of that winding up, the property shall be distributed:
 - (1) to another incorporated association having similar objects to those of the Association; or
 - (2) for charitable or benevolent purposes,which incorporated association or purposes, as the case requires shall be determined by resolution of the members when authorizing and directing the Executive under section 33 (3) of the Act to prepare a distribution plan for the distribution of the surplus property of the Association.

29.0 INDEMNITY

- 29.1 This Constitution shall repeal all previous regulations, but except as specifically provided shall not affect any right, duty or liability or any matter or things done or commenced, acquired or imposed under the previous Constitution.

FREMANTLE NETBALL ASSOCIATION (Inc)

BY - LAWS

1.0 THE EXECUTIVE

1.1 Nominations and Applications

- 1.1.1 Nominations for the positions of President and First Vice President shall be called for and received by the Association prior to the Annual General Meeting.
- 1.1.2 Nominations for other elected Executive members may be received prior to or at the Annual General Meeting.
- 1.1.3 The prior written consent of any nominee shall be necessary.

1.2 Appointment

- 1.2.1 The Executive shall be elected at the Annual General Meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.
- 1.2.2 The Second Vice President shall be appointed by the Executive and shall be a member of the Executive.

1.3 Duties

1.3.1 President

The President shall preside at meetings of the Association and the Executive and shall represent the Association wherever possible or delegate such duties to other members.

1.3.2 First Vice President

- (1) attend meetings of the Association and the Executive and in the absence of the President preside over the meeting.
- (2) assist the President, Administrator and Finance Administrator on competition days, as required.

1.3.3 Second Vice President

- (1) attend meetings of the Association and the Executive and in the absence of the President and First Vice President, preside over the meeting.

1.3.4 Competitions Co-ordinator

The Competitions Co-ordinator shall:

- (1) act as liaison between the Executive and Competitions Committee.
- (2) attend to the operation of the Competitions with the aid of a subcommittee.
- (3) call meetings of the subcommittee.
- (4) attend meetings of Executive and submit written reports.
- (5) carry out such other duties as the Executive may direct.
- (6) be responsible, through the President, to the Executive of the Association.

1.3.5 Coaching Co-ordinator

The Coaching Co-ordinator shall:

- (1) in liaison with the Coaching Development Officer co-ordinate all coaching courses held by the Association.
- (2) in liaison with the Coaching Development Officer promote and organise Coaching / Development programs as set down by the Coastal Netball Region, Netball WA and the Association.
- (3) attend other meetings as required.
- (4) assist the various committees of the Association in relation to development programs.
- (5) in liaison with the Coaching Development Officer keep necessary files and relevant records.

- (6) in liaison with the Coaching Development Officer maintain an up to date list of qualified coaches.
- (11) attend meetings of the Executive and submit written reports.
- (10) carry out such other duties as the Executive may direct.
- (9) be responsible, through the President, to the Executive of the Association.

1.3.6 **Umpires' Co-ordinator**

The Umpires' Co-ordinator shall:

- (1) where practicable, be the holder of a National Umpiring Badge.
- (2) in liaison with the Umpiring Development Officer co-ordinate all umpiring courses held by the Association.
- (3) in liaison with the Umpiring Development Officer attend to all matters pertaining to umpiring through the Coastal Netball Region and Netball WA.
- (4) in liaison with the Umpiring Development Officer investigate methods of encouraging and improving umpiring standards within the Association.
- (5) in liaison with the Umpiring Development Officer formulate, supervise, monitor and evaluate umpiring programs at all levels.
- (6) in liaison with the Umpiring Development Officer organise practical examinations and presentations of National Umpiring Awards.
- (7) in liaison with the Umpiring Development Officer keep necessary files and relevant records, including an up-to-date list of umpires.
- (8) attend meetings of the Executive and submit written reports.
- (9) carry out such other duties as Executive may direct.
- (10) be responsible, through the President, to the Executive of the Association.

It shall be the policy of the Association, on the recommendation of Netball WA, to foster and encourage prospective and qualified A.A. candidates, and to assist financially where possible.

1.3.7 **Association Representative Teams' Co-ordinator**

The Association Teams' Co-ordinator shall:

- (1) act as liaison between Executive and Coaches, Managers and Association Teams.
- (2) to liaise with Uniform and Equipment Co-ordinator in relation to Association property and uniforms.
- (3) to co-ordinate with officials and make arrangements for players representing the Association.
- (4) attend meetings of Executive and submit written reports.
- (5) carry out such other duties as the Executive may direct.
- (6) be responsible, through the President, to the Executive of the Association.

1.3.8 **Uniform and Equipment Co-ordinator**

The Uniform and Equipment Co-ordinator shall:

- (1) maintain an up-to-date register of club and uniform designs.
- (2) receive requests from clubs for approval of new colours and uniform designs.
- (3) enforce the wearing of regulation playing uniform and footwear with the power to impose fines.
- (4) be responsible, for the distribution and collection of Association uniforms, property and equipment in liaison with the Association Teams' Co-ordinator.
- (5) maintain an up to date record of Association uniforms, property and equipment.
- (6) attend meetings of Executive and submit written reports.
- (7) carry out such other duties as Executive may direct.
- (8) be responsible, through the President, to the Executive of the Association.

1.3.9 **Grounds Co-ordinator**

The Grounds Co-ordinator shall:

- (1) act as liaison between the Executive and the Grounds Committee.
- (2) call meetings of the sub-committee.
- (3) attend meetings of the Executive and submit written reports.
- (4) carry out such other duties as the Executive may direct.
- (5) be responsible, through the President, to the Executive of the Association.

1.3.10 **Canteen Co-ordinator**

The Canteen Co-ordinator shall:

- (1) act as liaison between the Executive and the Canteen Committee.
- (2) attend to the operation of the canteen and kiosk.
- (3) call meetings of the sub-committee.
- (4) attend meetings of the Executive and submit written reports.
- (5) carry out such other duties as the Executive may direct.
- (6) be responsible, through the President, to the Executive of the Association.

1.3.11 **Sponsorship & Publicity Coordinator**

The Sponsorship & Publicity Officer shall:

- (1) Liaise with existing and potential sponsors on behalf of the Association
- (2) obtain press coverage of Association activities.
- (3) maintain a press book.
- (4) Liaise with Promotions Coordinator on Promotional matters
- (5) liaise with Administrator on sponsorship and publicity matters.
- (6) attend meetings of the Executive and submit written reports.
- (7) carry out such other duties as the Executive may direct.
- (8) be responsible, through the President, to the Executive of the Association.

1.3.12 **Promotions Coordinator**

The Promotions Coordinator shall:

- (1) ensure all Association social media platforms are updated regularly
- (2) attend and coordinate promotional opportunities at the Association
- (3) liaise with Sponsorship & Publicity Officer on sponsorship and publicity matters
- (4) liaise with Administrator on promotion matters.
- (5) attend meetings of the Executive and submit written reports
- (6) carry out such other duties as the Executive may direct
- (7) be responsible, through the President, to the Executive of the Association.

1.3.13 **Executive Members**

- (1) attend meetings of Executive.
- (2) Executive members shall carry out all duties as delegated.
- (3) be responsible, through the President, to the Executive of the Association.

2.0 COMMITTEES

2.1 Nominations

Nominations for positions on committees may be received prior to or at the Annual General Meeting. Prior consent of any nominee shall be necessary.

2.2 Appointment

Members of committees shall be elected at the Annual General Meeting. Members so elected shall assume office at the conclusion of that meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.

2.3 Duties

2.3.1 The convener of a committee shall, where applicable:

- (1) be responsible for calling meetings of the committee.
- (2) act as liaison between the Executive and the committee and arrange for the carrying out of any duties allocated by the Executive.
- (3) submit regular written reports and bring forward any recommendations to the Executive.
- (4) maintain an up-to-date record of duties, procedures and policy or other matters pertaining to the functioning of the committees.
- (5) be responsible, through the President, to the Executive of the Association.

2.4 Competitions Committee

- (1) Composition:
Five (5) members with the power to co-opt.
- (2) Duties:
The Competitions Committee shall:
 - (a) organise competitions as directed by Executive (i.e. grade all teams).
 - (b) draw up fixtures for final matches.
 - (c) be responsible to the Executive through the Competition Co-ordinator.

2.5 Coaching/Development Committee

- (1) Composition:
Not less than (3) members (with power to co-opt).
- (2) Duties:
The Coaching/Development Committee shall carry out duties involved in encouraging and increasing coaching development of players and coaches, under the direction of the Coaching Development Officer.

2.6 Umpires' Committee

- (1) Composition:
Not less than five (5) members (with power to co-opt) and they must be holders of a National Badge.
- (2) Duties:
The Umpires' Committee shall carry out duties involved in the organising and conduct of umpiring programs under the direction of the Umpiring Development Officer and in liaison with the Umpires' Co-ordinator.

2.7 Grounds Committee

- (1) Composition:
Five (5) members with the power to co-opt.
- (2) Duties:
The Grounds Committee shall:
 - (a) direct players with goal post pad protector arrangements.
 - (b) direct players to keep grounds and change rooms tidy.
 - (c) carry out such other duties as the Executive may direct.

2.8 Canteen Committee

- (1) Composition:
Not less than three (3) members who shall be the Canteen Co-ordinator, one (1) Executive member and one (1) other member.
- (2) Duties:
To carry out all duties involved in the organising and running of the Canteen under the direction of the Canteen Co-ordinator.

2.9 Permit and Protest Committee

- (1) Composition:
Three (3) members appointed by the Executive, one of whom shall be appointed as Convenor.
- (2) Duties:
The Permit and Protest Committee shall:
 - (a) be responsible to the Executive.
 - (b) deal with applications for permits to "pass down", requests to re-schedule matches, requests for interchanging of players within a grade and manage Finals permits.
 - (c) deal with requests from players wishing to transfer from disbanded clubs.
 - (d) to deal with all protests received.
 - (e) the decision of the Permit and Protest Committee, on protests, shall be final.
- (3) A committee member with a conflict of interest in any application or protest shall be replaced by an independent person.

2.10 Social Committee

- (1) Composition:
Not less than three (3) with the power to co-opt. The Co-ordinator shall be appointed by Executive from these three (3) persons.
- (2) Duties:
The Social Committee to act as directed by the Executive.

3.0 EMPLOYEES OF THE ASSOCIATION

- 3.1** Applications in writing for positions as employees of the Association shall be called for and received by the Executive as and when required.
- 3.2** Duties and conditions of employment shall be as defined in the Duty Statement & Contract of the employee
- 3.3** Employees of the Association shall not be eligible to hold a position on the Executive.
- 3.4** Employees of the Association shall have no voting rights.

4.0 RESIGNATIONS

- 4.1** Resignations shall be submitted to the Executive. Should any elected or appointed member resign before the expiry of the term of office, the Executive may:
 - 4.1.1 appoint a substitute who shall hold office until the term of the office expires.
 - 4.1.2 appoint a substitute for any subsequent vacancy.

5.0 LIFE MEMBERS

5.1 Life Members

- 5.1.1 shall be appointed on the recommendation of the Executive at its Annual General Meeting by a two-third majority of those present and entitled to vote at that meeting and shall during the continuance of their life be entitled to all rights and privileges of membership.
- 5.1.2 provided that such nominee shall have served at least ten (10) years as an active member of the Executive.

5.2 Honorary Life Members

- 5.2.1 shall be appointed on the recommendation of the Executive at its Annual General Meeting by two-third majority of those present and entitled to vote at that meeting and shall during the continuance of their life be entitled to all rights and privileges of membership, but shall not vote.
- 5.2.2 provided that such nominee shall have given at least ten (10) years outstanding service to the Association.

6.0 MEETINGS

6.1 Chairperson

- 6.1.1 The President shall preside at all meetings of the Association and Executive. In the absence of the President, the First Vice President shall preside and in the absence of both the Second Vice President shall preside. In the absence of the above, the meeting shall be opened by the Administrator, who shall call for nominations for a Chairperson. Upon election, the Chairperson shall take the chair and continue with the meeting.
- 6.1.2 The presiding Chairperson shall have a casting vote only irrespective of voting under clause 19 Constitution.

6.2 Election, Appointment of Persons, Conveners and Committees by Executive

- (1) Coaching Co-ordinator
- (2) Umpires' Co-ordinator
- (3) Canteen Co-ordinator
- (4) Association Teams Co-ordinator
- (5) Permit and Protest Committee and Co-ordinator
- (6) Carnival Committee and Co-ordinator
- (11) F.N.A. Selection Committee and Co-ordinator
- (10) Association Team Officials
- (10) Social Committee Co-ordinator
- (11) Coastal Netball Region Delegate(s)
- (12) Any other position as required.

6.3 The Business of the Annual General Meeting

- (1) Opening of the Annual General Meeting
- (2) Apologies for nonattendance
- (3) Confirmation of minutes of previous Annual General Meeting
- (4) Adoption of Annual Report
- (5) Adoption of audited financial statement for the preceding year
- (6) Notices of motion for alteration, repeal or addition to the Constitution and By-Laws.
- (7) Recommendations from the Executive
- (8) Appointment of Life Members

- (9) Election of Office Bearers, Executive members and Committees
Executive:
President
First Vice President
Competitions Co-ordinator
Uniform and Equipment Co-ordinator
Grounds Co-ordinator
Sponsorship & Publicity Coordinator
Promotions Coordinator
Three (3) other members
Appointments:
Coaching Co-ordinator
Umpires' Co-ordinator
Canteen Co-ordinator
Association Teams Co-ordinator

Total Executive (14)

Committees:

Competition Committee - 5 members

Coaching Committee – 3 members

Umpires Committee - 5 members

Grounds Committee - 5 members

Canteen Committee - 3 members

Social Committee - 5 members

(10) Confirmation of Appointments of:

Patron (s)

Solicitor

Auditor

(11) General Business

(12) Closure

6.4 The Business of Executive Meetings

- (1) Opening of the meeting
- (2) Apologies for nonattendance
- (3) Confirmation of minutes of previous meeting
- (4) Business arising from minutes
- (5) Correspondence
- (6) Financial report, accounts for payment
- (7) Reports
- (8) General business
- (19) Date of next meeting
- (10) Closure

6.5 The Business of Special Meetings

- (1) Opening of meeting
- (2) Apologies for nonattendance
- (3) Business for which the meeting has been called
- (4) Closure

7.0 AFFILIATION

7.1 Each club affiliating with the Association shall be required to complete the required forms and lodge them with the Association.

7.2 The Executive shall have the right to refuse any application for affiliation.

7.3 Membership Rights

7.3.1 Clubs shall be entitled to:

- (1) refer any matter to the Executive for advice or decision.
- (2) participate in appropriate inter-association competitions.
- (3) arrange matches against teams from other organisations provided that the Association has been advised.
- (4) request assistance with coaching and umpiring matters.
- (5) attend coaching and umpiring programs conducted by the Association.
- (6) nominate players to stand for selection in Association, Region or State representative teams. Refer clause 11.3.3 By Laws.
- (7) submit to Executive, by a date stipulated proposed alteration to the regulations governing match play for any competition.

7.3.2 Membership rights may be suspended or revoked by the Association at any time, with due cause as decided by the Executive.

7.3.3 Financial assistance may be given, at the discretion of the Executive, to members who have been approved by the Association and selected as members of an Association, State Netball WA Team or Australian team.

8.0 ELIGIBILITY FOR COMPETITIONS

8.1 Open

Minimum age requirement: players shall turn 13 years of age during the calendar year of the competition.

8.2 19 and Under

Players may turn 19 years of age during the calendar year of the competition.

8.3 17 and Under

Players may turn 17 years of age during the calendar year of the competition.

8.4 Juniors

Players shall not turn 16 years of age during the calendar year of the competition.

8.5 Primary School Juniors

Players attending primary school shall be entitled to enter the appropriate Junior or Net Set Go competition.

8.6 Competitions shall be gender neutral; in accordance with the Equal Opportunity Act; for players 12 & under.

8.7 The Executive shall determine the starting ages for each competition.

9.0 NET SET GO RULES

9.1 Primary school teams will be eligible to play modified rules (the Executive shall determine the age of players in the modified competition). The modified competition will be known as Net Set Go. The modified competition will consist of Set and Go tiers. The rules for each competition will be determined by the Executive.

9.2 Go-F

- (1) The game shall consist of 4 quarters of 10 minutes
- (2) A team of up to 12 players may interchange at intervals. The game time should be evenly distributed amongst all players
- (3) All players should experience all positions over the course of the season
- (4) Strict "man to man" defence shall be played.
- (5) Scores will be kept but no ladder will be published
- (6) Team officials and substitutes should remain within the team "bench" during play.
- (7) No finals will be played.
- (8) No coaches or spectators are permitted on the base line.

9.3 Go-G: In addition to rules (1) to (10) above the following will apply to the Go-G tier:

- (9) Games will be played on shorter posts (2.4m)
- (10) Games will be played with a smaller ball (size 4)
- (11) The coach is permitted to move up and down the sideline during play.

9.4 Set Tier: In addition to Rules (1) to (11) above the following will apply to the Set tier:

- (12) There will be no attempt to intercept the shot at goal
- (13) The coach may enter the field of play to provide players with immediate feedback as required.

9.5 Specific rules of netball for each tier will be determined by the Executive.

9.6 Umpiring Modified Rules

- (1) Umpires shall use simple language and explain decisions.
- (2) Umpires shall adopt an encouraging and pleasant manner to ensure an open free flowing game particularly in setting up of penalties.
- (3) Umpires for the Set tier will be suitably qualified adult umpires. If the umpire is under 111 years, a letter of approval to umpire this grade must be obtained from the AUDO. The guidelines for qualification will be recommended by the AUDO and published in the FNA Rules Governing Matchplay document.
- (4) Umpires for the Go tiers will preferably be an experienced umpire. Learning umpires may umpire these grades, however must be supervised by a suitable umpire coach. The guidelines for these umpires and umpire coaches will be recommended by the AUDO and published in the FNA Rules Governing Matchplay document.

10.0 FEES

10.1 Clubs will pay fees as and when stipulated by the Executive.

10.1.1 It shall be the requirement that Clubs pay a minimum of a half deposit on Registration Day and the final payment of fees by week 1 of the season.

10.2 In the event of any club in any competition failing to pay the necessary fees, at the discretion of the Executive the club concerned shall be advised that should the club not be financial by a date then stipulated, that club:

10.2.1 shall incur a 10% surcharge on the amount owing.

10.2.2 shall not score points in any game played by that Club until such time that the amount owing is paid.

11.0 F.N.A. REPRESENTATIVE TEAMS

Association teams shall be selected and officials appointed, as required, to participate in organised competition/s.

12.0 REGULATIONS GOVERNING MATCH PLAY

Unless otherwise specified, the following regulations shall apply to all competitions:

12.1 Registration

- (1) Registration of teams must be completed on the prescribed form, accompanied by the set fee on the date stipulated.
- (2) An initial registration of seven (11) players per team is required and shall include name, address, date of birth, mobile phone number, emergency contact and full previous playing details.
- (3) The Executive reserves the right not to accept the registration of any Club, team and / or player.
- (4) Clubs shall register their colours and uniforms with the Association for approval and such uniforms must meet the required standard. Any Club playing a registered member not in uniform may be liable to a fine.
- (5) Clubs may register further new players throughout the season. New players may be registered by informing the Association administrator of the new player's name, address, date of birth and the team in which the player is to be registered. New players must be registered via My Netball before taking the court (playing).
- (6) All new players shall pay full registration fees regardless of when they commence playing.
- (7) Alterations may be made to the original registrations seven (11) days prior to the commencement of the season.

12.2 Clearances

- 1) No clearances are required from Clubs which disband at the conclusion of a season unless that Club is unfinancial with the Association, when the Association shall require the player to pay her portion of the debt of her previous club.
- (2) Any Club has the right to appeal to the Executive regarding a player who transfers to another Club and still has some obligation to her former Club. At any appeal meeting, both Clubs concerned shall have representatives in attendance to state their case. The Executive may refuse or grant a clearance depending on the merits of the case and their decision will be final.
- (3) Prior to the commencement of a competition, Clubs may advise the Association of player/s they will not clear, and reasons for such refusal.

12.3 Ethics and Member Transfers

All Clubs affiliated with the Association and the Coastal Netball Region are required to adopt and comply with Ethical Standards and Practices when dealing with transfers of registered members from one Club to another.

12.4 Interchange of Players

- (1) Registered Players may only fill in for teams from their own club.
- (2) The fill-in player must not enhance the performance of a team to such an extent that they influence the outcome of a match, it is the club's responsibility to select suitable fill-ins from its available players
- (3) In all cases the fill-in player will be of a suitable standard/size to cope with the level they will be filling in for. The responsibility will be on Clubs to select fill-in players that have enough skills and ability to cope.
- (4) A player may play up in a permitted higher grade/division any number of times during the season.
- (5) For the purposes of final round fixtures the player shall automatically become a member of the team in which she has played the most games.
- (6) For the purposes of final round fixtures, should a player have played an equal number of games in more than one grade/division the player shall automatically become a member of the higher grade/division team.
- (7) When a Club has more than one team in the same grade a player from the lower team may play in the higher team as per By Law 12.4 (1).
- (8) Where it occurs that a Club has more than one team in the same grade, the players from the higher team cannot be interchanged to the lower team without the permission of the Permit Committee, which may only be granted in the event of extreme circumstances.
- (9) An application for a permit for a player to "pass down" to a lower team shall be lodged in writing with the Administrator in sufficient time for the Permit Committee to consider the application prior to the commencement of the match. The application shall state the reasons for the transfer. Only in special circumstances when it is proven to the satisfaction of the Permit Committee that an unfair advantage is not the objective of the Club, a permit may be granted.
- (10) A player may play for more than one team, during one timeslot provided the interchange is within the Association rules.
- (11) In the event of a team playing a player who is not eligible, the offending team shall forfeit the match
- (12) Any further instances where a team who has been penalised under 12.4 (1) in the current season, play a player who is not eligible, the offending team shall forfeit the match and shall be penalised a further two (2) points.

12.5 Conduct of Matches

- (1) The Association will abide by the Netball Australia and International Rules of Netball as per the current rule book of Netball Australia.
- (2) The Match Officials of the game shall be the umpires, scorer and timekeeper. The first named team shall provide the official score card and scorer, and the other team the timeclock and timekeeper. They shall stand together and check both the score and time with each other. These officials will be reversed in the second round then revert to be the same as the first round for round three. Only one score card is to be used for each match.
- (3) The Association reserves the right to disallow a player to participate in matches when her presence may be detrimental to other players.
- (4) No scheduled match will be postponed because of an umpire failing to attend. The game will continue with one umpire and a substitute umpire shall be found.
- (5) Penalty: should a member from the team designated to umpire the match:
 - a. fail to attend, or
 - b. fail to attend the whole match,the penalty shall be as prescribed in the Association Policy Book.
- (6) A team which so desires may commence a match with only five (5) players, but not less. A team failing to field five (5) or more players at the time set out for play must forfeit the match five (5) minutes after play should have commenced.

- (7) If a game starts after the scheduled start time due to late arrivals the breaks of the game will be reduced to 2 minutes at quarter and three-quarter time and 2 minutes at half time.
- (8) If both teams are incomplete, no points shall be awarded.
- (9) Players are not restricted to one game per day. Additional games played must be within the Fremantle Netball Association rules.

12.6 Match Points and Results

- (1) Two (2) points shall be awarded for a win and one (1) point for a draw. The winning team is responsible for submitting the score card and in the event of a draw, the first mentioned team on the schedule is responsible for submitting score card.
- (2) Score cards showing the result of the match, the names of the players, the team names and grade and date of match shall be placed in the score box provided, by the winning team.
- (3) All players participating in the match should be listed in their respective team lists.
- (4) Should a player be inadvertently left off a team list the offending team will receive:
 - i. A written warning, in the first instance
 - ii. Any second breach will result in a fine of \$50
 - iii. Any further breach by the same team will result in the loss of 2 match points.
- (4) The penalty for deliberately falsifying a score card shall be loss of two (2) match points, irrespective of the circumstances.

12.7 Cancellation of Matches

(1) Forfeiture

- a. Any team intending to forfeit a game must have their club official contact the FNA administrator by email no later than 1pm on the Thursday prior to the fixture game. Should a team forfeit a match after 1pm on the Thursday prior to the fixture game this will be deemed a late forfeit and will incur a late forfeit penalty of \$50, which will be payable by the club before the next fixtured game.
- b. Where teams provide their own umpires, it is the club's responsibility to inform their umpire of the forfeit. Where a different club is scheduled to umpire the FNA Administrator will inform the club scheduled to umpire.
- c. When a team forfeits, full match points for a win and twenty (20) goals shall be credited to the opposing team. Twenty (20) goals shall be debited against the team forfeiting.
- d. In the event of a forfeit, the non-forfeiting team which is credited with winning will be deemed as having played that match. Players of the team which is declared the losing team shall not be deemed as having played. The winning team must submit the scorecard with players names listed.
- e. In the event of a team forfeiting after the commencement of a match, the result will be recorded as: the score on the scorecard OR a 20-0 score line; whichever is greater, in favour of the non-forfeiting team.
- f. In the event of a team forfeiting two (2) consecutive matches, the team shall show cause to the Executive for such forfeiture.

(2) Postponement/rescheduling of regular fixture matches, not applicable to Finals matches.

- a. The Association may postpone matches.
- b. The Association may re-schedule matches.
- c. In the event of inclement weather, the Association shall decide whether matches shall be cancelled. In this event, the Association shall declare the result of such cancelled games.
- d. A team wishing to postpone or reschedule a match must organise the rescheduling 2 weeks in advance of the scheduled playing date. The team will approach the opposition team to seek agreement to play the scheduled game at a mutually agreed date & time.
 - The new date & time will be during the week either before or after the scheduled match date.
 - The match will be played at FNA, subject to court availability.

If a date and time is agreed:

- The requesting team will apply to FNA for approval for the match to be played at the agreed date and time.
 - Each team to provide an appropriate umpire and scorer or timer for the match
 - The first named team shall score, and the second named team shall time
 - The scoring team is responsible for collecting the scorecard from the office
 - The winning team is responsible for communicating the result to the office within 24 hours (photo evidence) and returning the scorecard to the office during the next competition date.
- e. If the opposing team do not agree to reschedule the match the requesting team will either source fill in players to play the match at the scheduled time or forfeit the match.

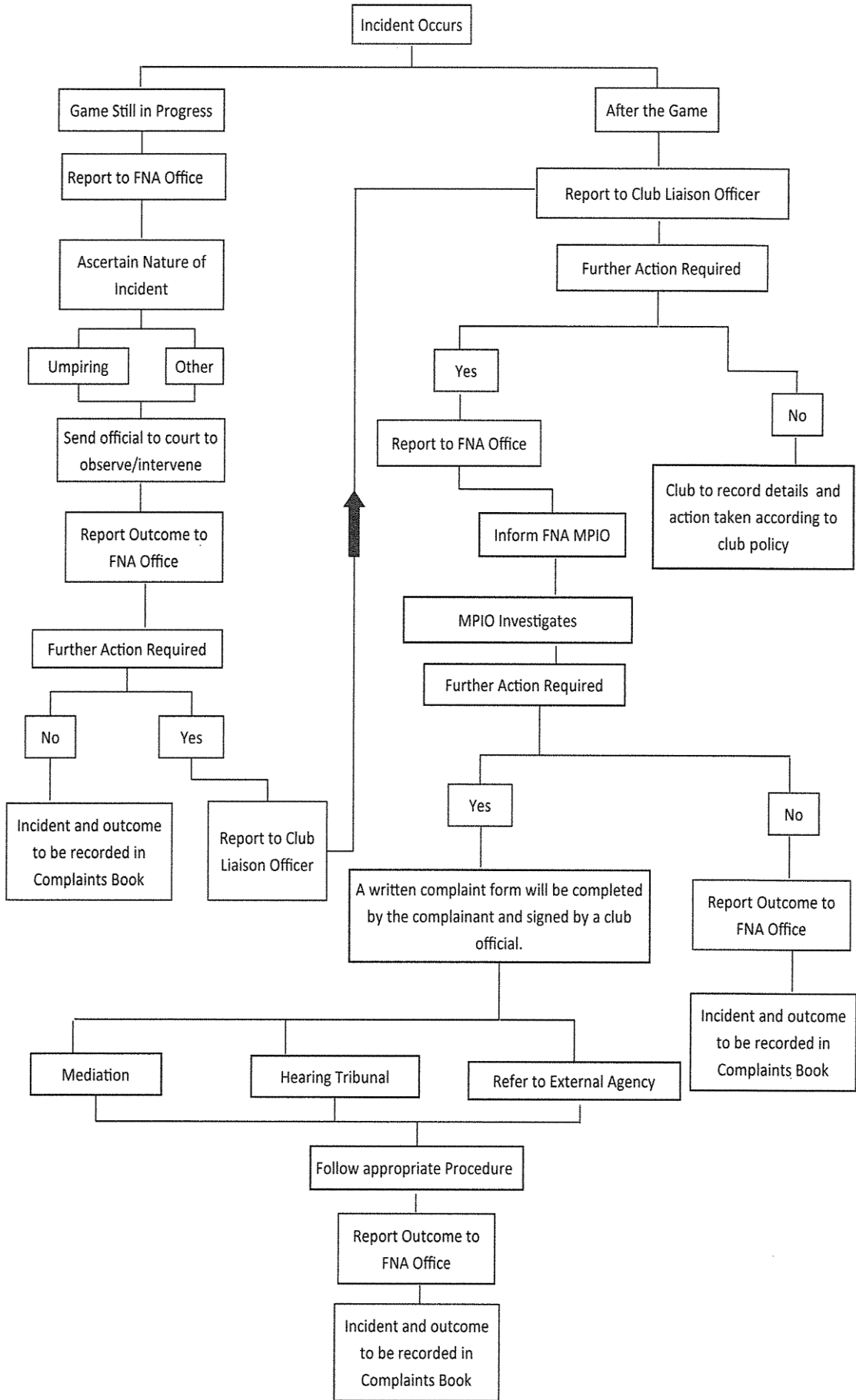
NOTE: Any Senior teams participating in rescheduled matches are still required to complete their allocated umpiring duties for Saturday fixtures.

(3) Mutual Abandonment

If teams agree prior to the commencement of a game to a mutual abandonment the game shall be recorded as a 5/5 draw. Unless both teams mutually agree to abandon the game, it becomes the responsibility of one of the teams to forfeit the game.

12.9 Competition Related Offences and Disputes

- (1) Domestic competition related offences and disputes which may arise during the conduct of netball competitions, programs and events under the jurisdiction of Fremantle Netball Association (Inc) [hereafter referred to as FNA].
- (2) The policy applies to players, coaches, umpires, other officials, clubs or organising bodies who enter any FNA competition, program or event.
- (3) Spectators who are not members of FNA do not fall within the FNA jurisdiction; however, any incident relating to them will be referred to the relevant club.
- (4) All complainants should refer to the complaint management flowchart to determine the appropriate course of action. This is available in the detailed COMPETITION RELATED OFFENCES and DISPUTES POLICY.
- (5) Only serious complaints will be referred to the FNA Member Protection Information Officer (MPIO) for action.
- (6) If mediation fails to resolve any complaint that is referred to the Member Protection Information Officer, the MPIO will decide; in conjunction with the complainant; whether the complaint will be escalated to an “offence” or “dispute” and will be dealt with according to the COMPETITION RELATED OFFENCES and DISPUTES POLICY.
- (7) A report shall be lodged in the FNA office with the Administrator on the Written Complaints Form as soon as possible on the day, or within 410 hours following the alleged offence.
- (8) The report can be lodged by a player/ coach/official/parent/spectator or administrator.
- (9) It is a requirement that the “Report Form” be signed and endorsed by a Club Official (i.e. Club President or Club Secretary) before it will be accepted.
- (10) Arrangements to deal with the report will be made as early as practical.
The Policy detail document and report form are available on the Web site.



12.10 Eligible Players

- (1) All players must have played at least three (3) times with their club during the season to be eligible to participate in final round matches. Such qualifying matches must be played on separate dates.
- (2) When a team has a bye in the fixture and umpiring duties in lieu of playing, members of that team who complete this umpiring commitment shall be deemed as having played.
- (3) A Club which has a team short of player/s for final Round matches may bring up a player from a lower team provided she has played three (3) times with the Club during the season, on three (3) separate dates and a Finals Permit has been approved.
- (4) In the event of a team playing a player who is not eligible, the offending team shall forfeit the match
- (5) Any further instances where a team who has been penalised under 12.10 (1) in the current season, play a player who is not eligible, the offending team shall forfeit the match and shall be penalised a further two (2) points.

12.11 Misconduct

Any player found guilty of misconduct or disputing an umpires' decision on or off the netball court, shall be liable to censure and/or suspension and/or disqualification.

12.12 Withdrawals

When a Club withdraws a team from the competition

- (1) After registration and grading have been completed;
 - a. A \$200 exit fee shall apply.
- (2) After the season fixtures have been drawn up;
 - a. A half total team fee is retained (this fee is payable on Registration Day);
 - b. Plus a \$200 exit fee shall apply.
- (3) After the season has commenced;
 - a. The full total team fee is retained (this fee is payable by week 1 of the season);
 - b. There shall be no refund of fees in this situation;
 - c. Plus a \$200 exit fee shall apply.

12.13 Final Matches - Winter Competition

1. At the conclusion of match fixtures, final matches shall be played as follows:
 - a. Semi-Finals
 - No. 1 plays No. 2
 - No. 3 plays No. 4
 - b. Preliminary Finals
 - Loser of No.1 and 2 semi v
 - Winner of No.3 and 4 semi
 - c. Grand Final
 - Winner of No.1 and 2 semi v
 - Winner of the Preliminary Final

Under the above method of finals, no team has the right to challenge.
2. Where teams finish the season with equal number of premiership points, the relative positions on the premiership table shall be arrived at by dividing the goals scored, by the goals against.
3. In the event of a draw in the semi-finals, preliminary finals or grand finals, teams shall change ends and play a further seven (11) minutes each end with a one (1) minute interval.
4. Should the result remain a draw after this extra time, the teams change ends, play recommences until one team has a two (2) goal advantage.

12.14 Final Matches Spring/Other Competition

The format shall be advised according to competition structure.

12.15 Replays

In all cases where a replay of any match is necessary, such replay shall be regarded as a new match and any players eligible to play in the teams concerned may be included, irrespective of whether or not such player was included in the team on the day on which the original match was played.

13.0 STANDING ORDERS

13.1 The Chairperson

The Chairperson shall:

13.1.1 ensure a quorum is present at all times.

13.1.2 conduct the meeting in accordance with the rules.

13.1.3 ensure that no speaker speaks for undue length of time or unnecessarily repeats points that have already been put to the meeting.

13.1.4 terminate any discussion which is not, at that time relevant to the business before the meeting.

13.1.5 decide who is entitled to speak when two or more speakers rise to speak at the same time.

13.1.6 if desired, request that the proposer of a motion or amendment submit it in writing.

13.2 Conduct of Speakers

13.2.1 all remarks shall be addressed to the chairperson and any questions to another person shall be put through the chairperson.

13.2.2 a speaker wishing to speak or move a motion, shall stand when addressing the chair, and shall take his/her seat if called to order by the chair.

13.2.3 on any person rising to a point of order during a discussion, the speaker shall resume his/her seat and the person rising shall state the point of order, when the Chairperson shall rule thereon.

13.3 Chairperson's Ruling

The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of his/her motion and the Chairperson explains why his/her ruling was given. The Chairperson takes the vote.

13.4 Motions

13.4.1 a motion shall be seconded before it is debated and shall not be withdrawn without the consent of the meeting.

13.4.2 no speaker shall speak more than once to any motion or amendment, except in personal explanation unless he/she is exercising the right of reply as the mover of the motion.

13.4.3 no more than two (2) speakers shall follow successively on the same side of the question. If the speaker having so spoken there be no speaker to take the opposite view, the question shall be put therewith.

13.5 Amendments

13.5.1 an amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise his/her right of reply before the amendment is voted upon. The mover of the amendment has no right of reply.

13.5.2 no second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment.

13.5.3 the mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.

13.5.4 the mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any proposed amendment she can accept it and may seek leave to alter the motion accordingly.

13.5.5 an amendment which is a direct negative of the motion shall not be allowed.

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

13.6 Rescinding Resolutions

Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a resolution may be rescinded. A resolution may be rescinded on notice of motion at a subsequent meeting.

13.7 Closure

Any person may at any time move "that the question be now put" which motion, if accepted by the Chairperson shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not have the mover of the original motion exercising the right of reply.

13.10 Voting

13.10.1 Voting shall be by voice or show of hands except where a ballot is specified in the Constitution clause.

13.10.2 In the event of voting being equal, the question shall be declared on the vote of the President.

13.11 Waiver of Standing Orders

The Chairperson may with the consent of those present at the meeting waive standing orders 13.2, 13.4 and 13.5 if the purpose of exercising this discretion is to make the conduct of the meeting less formal.