

Riverton Saddleworth Marrabel United Netball Club Incorporated

By-Laws

These Bylaws are to be used in conjunction with the Club Constitution to govern the RSMU Netball Club.

By-Law Version Control

Date	Meeting Type	Clauses amended	Description of change
Monday 6 th June 2022	General Meeting	All	Endorsement of Initial Bylaws.

Management

1. Correspondence + Communication

1.1 Official Club Correspondence

- a. All correspondence both to and from the Club must be in writing (either by letter or email) and addressed to or from the Club Secretary or authorised person.
- b. All correspondence from the Club will be in writing and addressed to members by the Club Secretary or authorised person. If the correspondence is from an authorised person, this will be clearly stated.

1.2 Member Correspondence

- 1.2.1 The Club shall provide the following information to all Members prior to the start of the season:
 - a. Preseason Information (Team Selection and Player Registration Information)
 - b. Club contact details
 - c. Association Rules of Competition
 - d. Season Fixture
 - e. Team training details
 - f. Contact details for Club Official/s
 - g. Any other relevant information
- 1.2.2 The Club shall make available to all members, on its website (at a minimum) and/or by application to the Club Secretary (as required):
 - a. NENA Rules of Competition
 - b. RSMU Club Constitution and By-Laws
 - c. Email contact details for Club Official/s
 - d. Other information as relevant for the upcoming season
- 1.2.3 The Club shall manage a private Facebook Group for Members and parents/caregivers only (<https://www.facebook.com/groups/rsmunetballclub>) for the purpose of sharing relevant and timely information.
- 1.2.4 Admins of the page shall be President, Secretary, Treasurer and Junior Coordinator. Changed after the AGMs as required.
- 1.2.5 The Club may produce an Electronic Newsletter for Members via an appropriate, verified and secure digital platform, to be emailed to all Members for the purpose of sharing information in accordance with the management of the Club and Season.

1.3 General Correspondence

- 1.3.1 The Club shall co-manage a website in collaboration with the RSMU Football Club for the purpose of sharing relevant information for the general public and Members of both Clubs.
- 1.3.2 The Club shall co-manage social media Profiles from time to time, in collaboration with the RSMU Football Club or independently for the purpose of sharing relevant information for the general public.

2. Club Officials

2.1 Elected Member Terms

- 2.1.1 A Term will be 2 years or in multiples of 2 years. The President and Secretary's 2 year terms should be on alternate years
- 2.1.2 In the event a Club Official be replaced, the "new" official will fulfill the remainder of the term
- 2.1.3 If a position can not be filled at the Annual General Meeting the role will be assumed by the President or Vice President until a suitable applicant is found. At which point a Special General Meeting will be called to confirm the appointment
- 2.1.4 Any New positions can be proposed in writing via the secretary to be voted on at any meeting.

2.2 Elected Committee Members

- 2.2.1 In addition to the Elected Committee positions (as per Clause 6.2 (b) in the Constitution) The Annual General Meeting shall also elect persons to fill the following roles within the Committee:
 - a. Assistant Secretary
 - b. Two Association delegates
 - c. Two Proxy Association delegates
 - d. Two Junior Association Delegates
 - e. Child Safety Officer

2.3 Elected Non-Committee Members

- 2.3.1 The following non-committee positions are also to be filled at the Annual General Meeting:
 - a. Sponsorship Coordinator
 - b. Tribunal representative
 - c. Riverton Recreation Ground Committee representative
 - d. Umpire coordinator
 - e. Auditor / Finance Checker
 - f. Canteen Coordinator
 - g. Equipment officer
 - h. Gameday Secretary / Records Officer
 - i. Patron
 - j. Two Country Championships Delegates
 - k. Academy Representative
- 2.3.2 Other Club Officials
 - a. Coaches
 - i. Coaches are strongly encouraged to be a member of the committee.
 - b. Umpires
 - c. First Aid
 - d. Primary Carers
 - e. Team Managers

2.4 Responsibilities of Club Officials

- 2.4.1 To conduct themselves inline with the Member Code of Conduct and abide by the relevant policies pertaining to their role, as outlined in the Constitution and the Bylaws.
- 2.4.2 The Club shall ensure that all officials have current appropriate minimum qualifications. Where current minimum qualifications/accreditation standards are not met The Club shall encourage and support the member/s to achieve the minimum standard qualification/accreditation or will attend the next available training accreditation.
- 2.4.3 The Club shall encourage and finance club members who wish to attend appropriate courses, seminars and other personal development activities (pending approval of the Committee).
- 2.4.4 All officials should have mandatory Working With Children Check or equivalent unless exempted by legislation.

2.5 Duties of Club Officials

2.5.1 All roles and responsibilities of Club officials are outlined in detail in the RSMU Management Document.

3. Meetings

3.1 General Committee Meetings

- 3.1.1 Are to be held monthly during the Netball season
- 3.1.2 Can be conducted face to face or online as decided by the Executive
- 3.1.3 Apologies for non-attendance at Committee Meetings are to be in writing to the secretary no later than 3 hours prior to the forthcoming meeting (exceptional circumstances notwithstanding).
- 3.1.4 Committee Members are to attend 80% of total meetings for the Season. If repeat non-attendance occurs (exceptional circumstances notwithstanding) the Executive to discuss options with Member

3.2 Special General Meetings

- 3.2.1 Shall be called at the request of the President or the Secretary or any five members at any given time.
- 3.2.2 A resolution can be made with any number of people in attendance at the Meeting
- 3.2.3 Discussions and agreements made are to be minuted and tabled at upcoming General Committee Meeting

3.3 Executive Meetings

- 3.3.1 Meetings can be conducted at any time and shall have 3 members present

3.4 Facilitation Method

- 3.4.1 Meetings can be facilitated either face to face at an appropriate local venue (netball clubrooms or otherwise), or via online meeting software (eg. Zoom) as deemed appropriate by the Executive

3.5 Voting at Meetings

- 3.5.1 Members can vote on matters via a show of hands (either face to face, or online)
- 3.5.2 Should a ballot be required;
 - a. The President shall appoint two (2) Scrutineers.
 - b. The Scrutineers shall distribute and collect the ballot papers and ensure they are correctly used by members who are entitled to vote.
 - c. The Scrutineers shall count the ballot papers under the supervision of the President who shall record the result and hand same to the Secretary.
 - d. The President shall have the right to examine any ballot paper and demand a re-count if in doubt that the original count was correct.
 - e. The President MAY choose to have the deciding vote if the ballot is tied

3.6 Annual General Meetings

- 3.6.1 Shall be advertised at least 2 weeks in advance
- 3.6.2 All positions be declared open for ballot
- 3.6.3 Exemption for President and Secretary on 2 year terms

3.7 Non-Disclosure Agreement

- 3.7.1 All meetings (AGM, SGM, General Meetings, Coaches meetings, executive meetings) are confidential in nature and the discussions had within these meetings shall not be discussed outside the constraints of the meeting

Financial Management

4. Administration of Club Finances

4.1 Appointment of Treasurer

- 4.1.1 The Treasurer or such other person authorised by the Committee from time to time shall be responsible for the administration and management of Club Finances and shall do so in accordance with these By-Laws.
- 4.1.2 The Treasurer shall maintain a full set of accounts recording all income received, and expenses paid and incurred, by the Club annually from 1 October 30 September each year and a balance sheet recording the Club's assets and liabilities from time to time and whatever other accounts or ledgers are necessary to assist the Treasurer in the administration and management of Club finances.

4.2 Transaction Accounts

- 4.2.1 There will be 2 bank accounts managed by the Club.
 - a. Bank account #1 to have no less than two signatories who shall be the Treasurer and President or the Treasurer and such other Member authorised by the Committee from time to time.
 - b. Bank Account #2 to have 1 signatory, but solely used for the purpose of paying online accounts and subscriptions which require a linked Debit Card (transfers to this account from Bank Account #1 will still require no less than 2 signatories).
- 4.2.2 The signatories for each account shall be authorised to attend to the payment from the Club Bank Account all legitimate and reasonable expenses incurred on behalf of the Club.
- 4.2.3 Term Deposit Account. Treasurer shall regularly monitor and report to the committee on Term Deposit and provide options regarding transfers of funds in or out of Term Deposit for the benefit of the Club.

4.3 Fines

- 4.3.1 The Committee will determine the protocols for payments of any fines imposed by NENA upon the club and the method of cost recovery of fines by infringing players or teams as appropriate for the circumstance.

4.4 Financial Reporting + Review

- 4.4.1 The Treasurer shall provide a report to the Committee at each meeting summarising the state of the Club finances, including a Profit and Loss Statement and Balance Sheet following the period since the last General Meeting, and a provide a summary of upcoming expenses and projected income for the forthcoming period.
- 4.4.2 The Treasurer will provide all relevant information and documentation as requested by the Finance Checker to undertake an annual review of the Club's financial position.

5. Income Sources

5.1 Player Fees

- 5.1.1 The Committee shall review and set membership fees annually once NENA has set the player affiliation fee.
- 5.1.2 Fees must be paid by Members no later than the date determined by the committee for each season.
- 5.1.3 Fees are to be paid in a manner determined by the committee and are to be processed and receipted by the Treasurer.
- 5.1.4 The Committee shall have the sole discretion to waive, vary or reduce fees and the arrangements for the payment of fees for members experiencing financial difficulty.
- 5.1.5 Refund or Reimbursement of fees will only be considered in cases of members suffering injury or relocating and shall be the sole decision of the Committee.
- 5.1.6 Players will not be allocated to a team or permitted to take the court until fees are paid by the date determined by the committee.
- 5.1.7 Players who join after the season commences will pay a single game voucher fee (as per NENA Bylaw) for the first 2 games. If the player plays 3 or more games, a full subscription will be due prior to the commencement of the 3rd game.

5.2 Gate Takings

- 5.2.1 An agreement has been made with the RSMU Football Club to split the share of gate takings. This agreement is to be confirmed annually at the start of the Season and is outlined in the RSMU Netball Club Management Document.

5.3 Canteen

- 5.3.1 The Canteen Coordinator shall work with the Treasurer to ensure the Point of Sale system is working correctly at the start of the season, and to prepare a float for each home match.
- 5.3.2 The Treasurer is responsible for preparing the float and Point of Sale system for the canteen.
- 5.3.3 All monies collected at a home game are to be securely stored offsite and deposited into the Club Bank Account as soon as practical.

5.4 Fundraising

- 5.4.1 The Club will receive full income from Netball Club fundraising initiatives, and an agreed percentage benefit from joint fundraising initiatives with the RSMU Football Club (to be confirmed annually with the RSMU FC and recorded in the RSMU Netball Club Management Document).
- 5.4.2 All monies earned through joint fundraising initiatives with the RSMU Football Club are to be processed by the Football Club; with the Netball Club portion of these earnings to be receipted and directly deposited into the Club Bank Account as soon as practical after the event has occurred.

5.5 Sponsorship

- 5.5.1 Sponsorship Coordinator and Treasurer will work together to provide invoices and receipts to all sponsors.

6. Reimbursement/Payments

- 6.1 Committee members shall be entitled to claim reimbursement of legitimate expenses incurred for the benefit of the Club whilst acting in an official capacity subject to the provision of approval and receipts verifying such expenses from two of the Executive Committee.
- 6.2 Eligible players may be offered a fuel allowance to subsidise travel costs from Adelaide. The amount subsidised will be determined by the Committee prior to the start of the season and shall be documented in the RSMU Netball Club Management Document.
 - 6.2.1 No players will receive financial incentives to play netball.

Complaints and Disputes

7. Member Code of Conduct

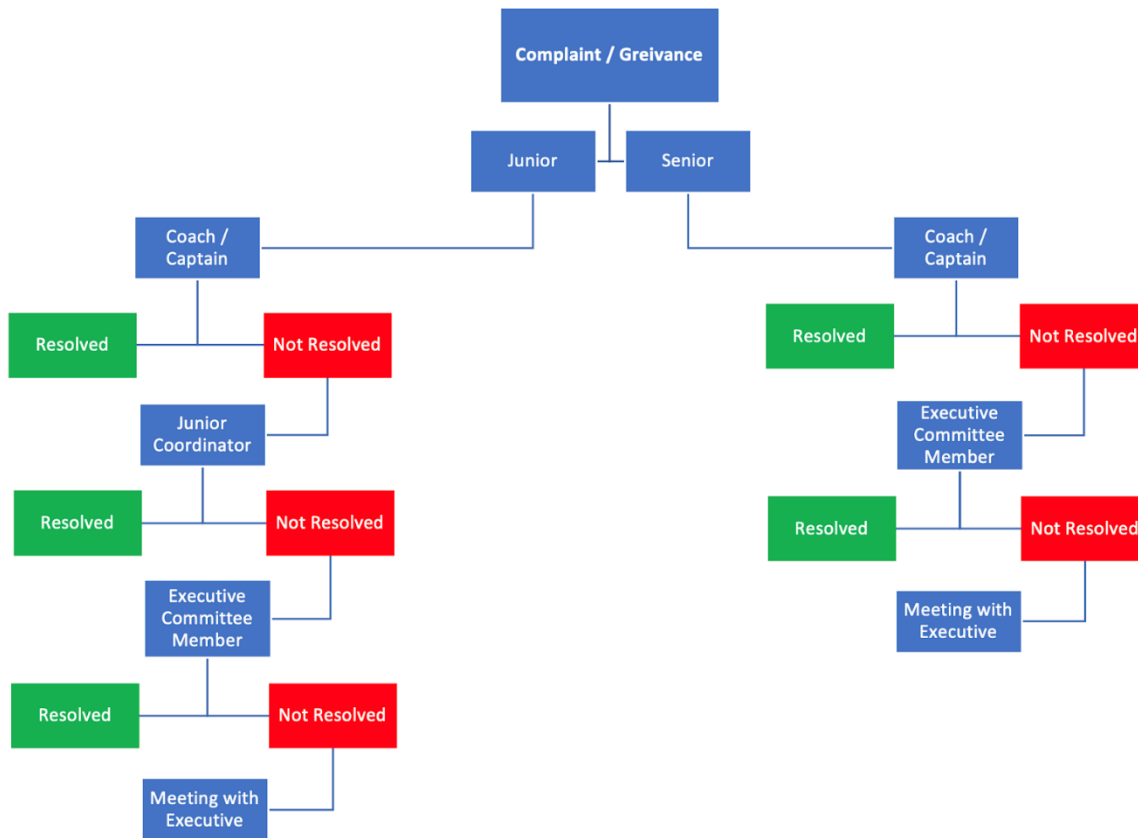
- 7.1 The Club will adopt a Member Code of Conduct being for parents/carers, players, committee members and coaches.
- 7.2 All parents/carers, players, umpires, managers and coaches are required to read (or have explained to them) and sign their acceptance of the Codes of Conduct when registering on PlayerHQ with The Club.
- 7.3 These codes are binding and will form the basis of all dispute resolution procedures of The Club.

8. Duty of Care

- 8.1 The Club has a Duty of Care to ensure that all those engaging with and participating in activities that The Club is involved in are not put at risk.
- 8.2 This includes but is not limited to both physical and verbal intimidation.
- 8.3 The Club is within their rights to remove a person or people from an activity to ensure this Duty of Care is maintained.
- 8.4 Following this, The Club may choose to take further action against the individual/s concerned.
- 8.5 In doing this The Club will follow the Dispute Resolution Process (outlined in section x).

9. Dispute Resolution Process

- 9.1 A complaint may be lodged in any case, which it is claimed that any team, member, or official of the club has not complied with the RSMU Netball Club Constitution, By-Laws or Member Code of Conduct.
- 9.2 Any complaint or grievances must follow the below flow chart.
- 9.3 If the complaint can't be resolved by the Coach/Captain, Junior Coordinator or Executive Committee Member/s, the Executive Committee shall decide if the complaint can be resolved by a neutral Executive Committee meeting or whether it warrants a full or special meeting.
- 9.4 If deemed necessary, the Executive may elect other non-executive people from time to time to assist in resolving the complaint
- 9.5 If an executive member is associated with any complaints, then they shall take no part in any of the process.



10. Disciplinary Procedure

- 10.1 The Executive, and where deemed necessary, other people appointed by the Executive from time to time, shall have the power to reprimand, suspend or disqualify and/or expel any member who in its opinion has breached the Player Code of Conduct, or been guilty of misbehaviour in any games, tournament, meetings or functions whatsoever held in connection with the club or in a matter deemed detrimental to the Club or the good name thereof.
- 10.2 The offending member or members (and any person assisting to represent her/him or them) shall be summoned to attend the meeting of the Executive and other people appointed by the Executive from time to time, at which it is proposed to resolve the offence.
- 10.3 In the event of the non-appearance of any such member or members or of any person to represent her/him or them it shall be proper for the Executive to resolve the offence on evidence placed before it at such meeting.
- 10.4 The findings of the Executive shall be observed by the member or members concerned.
- 10.5 The disciplinary action decided by the Executive shall be recorded in the forthcoming General Meeting Minutes, and must include:
 - a. Specific details of the offence
 - b. Timeframes applied to disciplinary action
 - c. A 'Return to Play' Plan outlined (This plan includes the boundaries in which the player can return to trainings and matches)