

CONSTITUTION OF UC NETBALL **INCORPORATED**

1. Name

1. The name of this club shall be UC Netball Incorporated and will be affiliated to the University of Canterbury Students Association (UCSA).

2. Purpose, aims, and objectives

1. Promote UC Netball Incorporated within the University of Canterbury campus and the wider community.
2. Fulfil obligations set forth by UCSA and the University of Canterbury.
3. Guide club decisions with UCSA and UC policy documents.
4. Fulfil obligations set forth by the service level agreement with UC Sport.
5. Grow and foster student engagement and wellbeing on campus.
6. Treat all members of the club and wider student population with fairness and equality.
7. To provide opportunities for the participation, enjoyment and achievement in the game of netball. The objects of UC Netball Incorporated are to:
 1. Encourage and support senior players of any skill level to play netball within a supportive environment.
 2. Identify, attract, develop and retain talented players, coaches and non-playing members.
 3. Improve the skills of the playing members of UC Netball Incorporated.

3. Membership

1. Membership shall be open to all University of Canterbury students and the community, provided that majority of members are current students.
2. Membership of the club will be granted by payment of the annual membership fee as set annually by the committee.
3. All members are subject to the regulations contained in this constitution and by joining, the club will be deemed to accept these and the UCSA regulations and codes of practice that the club has adopted.

4. The Executive Committee

1. There shall be an Executive Committee (hereafter known as the 'Exec') comprising Officers and Committee Members.
2. The Officers of UC Netball Incorporated shall be:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Club Captain
3. These officers shall be elected at the Annual General Meeting (AGM) and shall hold office until the next AGM, unless they:
 1. Resign, or
 2. Lose by a vote of no confidence at a General Meeting during their term of office, or
 3. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least three meetings without apology or excuse.

4. At the AGM there shall be no more than five General Committee members elected to the Exec. These shall be in addition to the five elected Officers. They shall hold office until the next AGM, unless they:
 1. Resign, or
 2. Lose by a vote of no confidence at a General Meeting during their term of office, or
 3. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least three meetings without apology or excuse.
5. For Executive Committee positions, nominations must be submitted via application to the Secretary and can be accepted until five days prior to the AGM date. Nominations must be seconded by a person present at the AGM. Applicants must have served at least two years on the committee before being eligible for an Executive Committee position.
6. For General Committee positions, nominations can be taken either:
 1. Via application to the Secretary up until five days prior to the AGM date with a seconder at the AGM, or
 2. From the floor with both a nominator and seconder.
7. No person may hold more than one position at any one time.
8. No person shall be eligible for election to the Exec or to vote unless they are a member.
9. The Exec shall meet at least once each university term.

5. Duties of the officers

1. President — it shall be the duty of the President to:
 1. Represent the club,
 2. Preside at meetings,
 3. Perform other duties as ordinarily pertain to this office,
 4. Present the President's report annually at the AGM.
2. Vice President — it shall be the duty of the Vice President to:
 1. Preside in absence of President,
 2. Support the President and represent the club,
 3. Serve as chairperson.
3. Secretary — it shall be the duty of the Secretary to:
 1. Record minutes of all meetings,
 2. Keep a file of club records,
 3. Maintain current roster of membership, and
 4. Keep details updated with the UCSA.
4. Treasurer — it shall be the duty of the Treasurer to:
 1. Receive and process all funds,
 2. Keep an itemised account of all receipts and expenditures and make reports as directed,
 3. Prepare and present the Financial Statements annually at the AGM.
5. Club Captain – it shall be the duty of the Club Captain to:
 1. Nominate coaches for the teams each season,
 2. Select managers for all teams at Premier level,
 3. Run trials for all grades at the beginning of each season,
 4. Oversee the selection of teams,
 5. Act as the club contact for all coaches, managers and players and prospective players, ensuring information is adequately communicated and support is offered where available.

6. Duties of the exec and committee member

1. Media Coordinator – it shall be the duty of the Media Coordinator to:
 1. Manage the content on all media channels, including but not limited to:
 1. Facebook
 2. Instagram
 3. UC Netball website
 2. Ensure that the media channels are kept active with all essential club information, promotions and other relevant content,
 3. Ensure that the content posted by the Media Coordinator her/himself or other committee members is appropriate and relevant to the club,
2. Social Representative – it shall be the duty of the Social Representative to:
 1. Organize and run social events for the club,
 2. Produce a calendar of social event dates for the club at the beginning of the season,
 3. Liaise with the UC Rugby Social Representative to plan and run joint club events.
3. Umpire Liaison – it shall be the duty of the Umpire Liaison to:
 1. Manage UC Netball’s umpiring responsibilities, including informing coaches if their teams are required to umpire and developing a resource that can be used to organize paid umpiring cover,
 2. Organize opportunities for umpire training and development for all players, coaches and members of UC Netball Club,
 3. Pass on any discrepancies regarding UC Netball umpiring (complaints, fines etc.) to the appropriate executive member of UC Netball Committee to address.
4. Fundraising Representative – it shall be the duty of the Fundraising Representative to:
 1. Lead and organize all annual fundraising efforts for UC Netball Club,
 2. Seek out new fundraising opportunities for the club.
5. Sponsorship Representative - it shall be the duty of the Sponsorship Representative to:
 1. Seek out sponsorship opportunities for UC Netball Club,
 2. Apply for grants where possible.
6. Uniform & Equipment Representative – it shall be the duty of the Uniform & Equipment Representative to:
 1. Re-evaluate what uniform and equipment is required at the beginning and end of each season,
 2. Place orders for uniform and equipment at the start of each season,
 3. Document all uniform and equipment as it is distributed and ensure it is accounted for at the close of each season,
 4. Ensure the uniform and equipment is kept in a clean and orderly state when in storage.

7. General Meetings

1. An AGM shall be held each year, at a date determined by the Exec between February 28th and March 31st of each year:
 1. To receive the President’s Report on the state of the Club,
 2. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year,
 3. To elect Officers and Committee members for the forthcoming year,
 4. To transact any other general business.

2. A Special General Meeting shall be called by the Secretary on receiving a written request:
 1. By the President,
 2. By at least ten financial members,
 3. Or by the Exec on its motion.
3. Not less than seven days prior to the Meeting taking place, notice of Annual General and Special General Meetings shall be:
 1. Posted on the Club Notice board, and
 2. Communicated to all members via email, and
 3. Placed on the club website.
 4. Posted on all social media platforms.
4. If a valid nomination is received prior to the AGM for an Executive Committee position, voting will take place to determine if the position remains with the person currently holding it or if a new candidate shall be appointed.
5. If a valid nomination is received prior to the AGM or from the floor at the AGM for a General Committee position, voting will take place to determine if the positions remain with the people currently holding them or if new candidates shall be appointed.
6. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
7. At all General Meetings, all members shall be entitled to one vote.
 1. Voting should take place in person.
 2. The committee may allow proxy voting at its discretion if the prescribed method is advertised at the same time the general meeting is called.
8. Quorum for an AGM or a Special General Meeting shall be 10% of the total number of members or 10 members (inclusive of the Exec), whichever is smaller.

8. Finance

1. The club will have a bank account held in the name of the club.
 1. That account will operate under a "two to sign" rule.
2. All club monies will be banked into the account held by the club.
3. The funds, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club or towards legitimate, actual, and legal expenditure on behalf of the club which the Exec authorises.
4. The financial year of the club will end on: 31st January of each calendar year.
5. A statement of annual accounts will be presented by the Treasurer at the AGM and uploaded to the UCSA Clubs Portal.

9. Discipline and complainants

1. All complaints should be presented in writing to either the President, Vice-President or the Secretary.
2. The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the UCSA Clubs or advocacy staff. The staff will only guide the club in matters of process.
3. The committee has the power to take appropriate disciplinary action including the termination of membership and position within the club. The outcome shall be notified in writing to the person who lodged the

complaint and the member against whom the complaint was made within 14 days of a decision being reached.

4. Student to student complaints that are not club related shall be passed to the University of Canterbury, through the appropriate channels as informed by the UCSA Clubs or advocacy staff.

10. Dissolution

1. A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Or if the club has not had contact with UCSA for over 6 months, the UCSA executive can deem the club as dissolved.
2. In the event of dissolution, any assets of the club that remain will become the property of the UCSA with the aim of holding the resources for the next similar club. If another club is not created within a reasonable amount of time, the resources or funds will be reabsorbed into the UCSA grant pool.

11. Amendments to the Constitution

1. The constitution can only be changed through agreement by majority vote at an AGM or Special General Meeting.
2. Propose amendments to the constitution are to be made in writing to the secretary 5 days before the AGM.
3. The secretary will publicise the proposed alterations to the constitution 2 days prior to the annual general meeting.

12. Common Seal

1. The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.
2. The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

UC Netball Incorporated hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: Brodie Ridler Position: President
Signed: [Signature] Date: 8/3/2022
Name: Rochel Bennie Position: Vice President
Signed: [Signature] Date: 8/3/2022

