

# Caloundra District Netball Association Inc

IA104099

Incorporated under the  
*Associations Incorporation Act 1981 (Qld)*



## BYLAWS

February 2024

**Compiled by CPR Group**  
PO Box 2092  
Sunshine Plaza Q 4558  
P: 07 5443 6247  
W: [www.cprgroup.com.au](http://www.cprgroup.com.au)

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## 1. Introductory provisions

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### 1.1. Interpretation

#### 1.1.1. In these bylaws:

- a. **Act** means the *Associations Incorporation Act 1981* as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the association;
- b. **association** means Caloundra District Netball Association Inc, the incorporated association to which these bylaws apply;
- c. **bylaws** mean the bylaws of the association;
- d. **CDNA** means Caloundra District Netball Association Inc;
- e. **fee** means a payment of money due to the association by its members;
- f. **in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats;
- g. **member** means a person who has been duly accepted as such by the executive committee in accordance with the constitution and who has paid any fees and levies due to the association;
- h. **signed** means agreed in writing;
- i. **special resolution** means a resolution that is passed at a general meeting by the votes of at least 75% of the members who are present and voting.

#### 1.1.2. A word or expression that is not defined in these bylaws, but is defined in the Act has, if the context permits, the meaning given by the Act.

### 1.2. Application

#### 1.2.1. These bylaws complement and are to be read in conjunction with the association's constitution.

#### 1.2.2. If a provision in these bylaws is inconsistent with any clause in the association's constitution, the constitution prevails to the extent of the inconsistency.

### 1.3. Premises

#### 1.3.1. The association's premises are situated at Caloundra Indoor Stadium, North St, Golden Beach QLD 4551.

## **2. Membership**

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### **2.1. Membership categories**

- 2.1.1. In accordance with the association's constitution, membership of the association consists of ordinary, affiliated club, associate club, junior and life members.

### **2.2. Membership eligibility**

2.2.1. Affiliated and associate clubs:

- a. clubs renewing affiliated or associate club membership must provide the following, where relevant:
  - i changes to club uniform design and colours;
  - ii for school-based clubs, a letter from the school principal confirming the club's operation.
- b. clubs applying for affiliate club membership must provide the following:
  - i club uniform design and colours;
  - ii completed affiliation form;
  - iii for incorporated associations, certificate of incorporation;
  - iv for school-based clubs, a letter from the school principal confirming the club's operation.

2.2.2. Junior members:

- a. junior members must be below the age of 18 years at the date of annual membership renewals, and will remain as junior members until the first annual membership renewal date following their attaining 18 years of age;
- b. junior members who do not meet the criteria of club competitions are entitled to play in any junior competitions and may use the course for social play whenever it is not reserved for some other purpose;
- c. junior members under the age of 15 years must be supervised by an adult at all times.

### **2.3. Club member obligations**

- 2.3.1. Each affiliated club must provide at least one club representative to any clubs/delegates meeting, forum or gathering where clubs are expected to attend.
- 2.3.2. All affiliated clubs must be represented by a club delegate at each general meeting of the association.

- 2.3.3. Failure by an affiliated club to adhere to bylaws 2.3.1 or 2.3.2 on two consecutive occasions may result in a fine or the suspension or termination of the affiliated club's membership.

## **2.4. Life membership**

- 2.4.1. In accordance with clause 3.1.1.e in the association's constitution, life members must be elected by the passing of a special resolution at a general meeting.
- 2.4.2. In accordance with clause 3.1.1.e in the association's constitution, executive committee endorsement of a life member nomination is confirmation that the nominee meets the standard of "extraordinary and meritorious service" to the association. This endorsement is not to be considered as a recommendation for members to vote in a particular way.
- 2.4.3. Nomination considerations;
- a. distinguished and outstanding service, for at least 10 continuous years;
  - b. nominee must be a current financial member of the association;
  - c. nominee demonstrates attitude and demeanour of dedication to the core values of the association;
  - d. nominee has commitment to the principles of good sporting behaviour;
  - e. nominee has provided leadership to the members of the association;
  - f. nominee's service has reflected favourably on the association;
  - g. nominee has displayed one or more of the following:
    - i playing;
    - ii managing;
    - iii administration;
    - iv general contribution;
    - v other special achievements for the association.
- 2.4.4. Life members receive the following benefits:
- a. life membership badge/plaque;
  - b. free access to association functions;
  - c. personal invitations to special association events; and
  - d. listed on the association's website and honour board.

## **2.5. Membership renewal and application**

- 2.5.1. Membership is current until renewal is due.
- 2.5.2. The membership year begins 1 January and ends 31 December.
- 2.5.3. Other than life members, members who do not pay the prescribed fee when due are considered to be unfinancial after 14 days and will have playing and voting rights suspended. After being unfinancial for 60 days, members are considered to have resigned their membership.
- 2.5.4. A member who has resigned from the association or otherwise forfeited their membership and later desires to re-join may be subject to the same process of admission to membership as any new member who has not previously been a member of the association.

## **3. Governance structure**

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### **3.1. Executive structure**

- 3.1.1. In accordance with clause 5.1.1 in the association's constitution, the executive committee comprises the following positions:
  - a. president;
  - b. vice-president;
  - c. treasurer;
  - d. secretary;
  - e. night convenor;
  - f. junior registrar; and
  - g. up to three other members elected to the executive committee.

### **3.2. Executive committee duties**

- 3.2.1. Executive committee induction
  - a. A member newly elected to the executive committee shall make themselves available for an induction to be conducted with the administration officer prior to the first executive committee meeting following the annual general meeting.
  - b. If the executive committee member is unable to attend this induction meeting, they must advise the president why they were unable to attend and apply for approval of an extension.
  - c. Failure to successfully complete the induction process will result in the matter being considered by the executive committee to determine the appropriate action.

3.2.2. All executive committee members shall:

- a. attend executive committee meetings and general meetings of the association, as well as other meetings/workshops as they are called from time to time;
- b. abide by the constitution, bylaws, policies and codes of behaviour of the association at all times;
- c. attend functions held by the association as required;
- d. have the power to delegate appropriate duties amongst subcommittees and volunteers;
- e. maintain all documents, books, papers, keys, records and goods belonging to the association and pertaining to the office held and deliver them to the association at the completion of their term of office;
- f. hold a current blue card or exemption card obtained under the *Working with Children (Risk Management and Screening) Act 2000* or agree to obtain one immediately upon being elected to the executive committee;
- g. undergo a criminal history check, if required by the association;
- h. maintain a good working knowledge of the association's constitution, bylaws, policies and procedures;
- i. provide guidance, mentoring and support for those taking over from their positions at the end of their term of office;
- j. perform any such other duties as appropriate and as directed by the executive committee; and
- k. where required, sign a confidentiality agreement with the association.

3.2.3. The president shall:

- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the association's constitution, bylaws, policies and procedures;
- b. preside as chairperson at executive committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the association's constitution, bylaws, policies and procedures;
- c. set the direction of the association and oversee the strategic development of the association through the development of plans, policies and procedures to meet the objects of the association;
- d. ensure executive committee members and other volunteers fulfil their responsibilities as required;

- e. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where association representation is required;
- f. report to the executive committee and members of the association as appropriate, including an annual report to be presented at the annual general meeting;
- g. ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- h. ensure each subcommittee is responsible for its designated portfolio and serve as an ex-officio member on all subcommittees; and
- i. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

3.2.4. The vice-president shall:

- a. provide assistance to the president as necessary;
- b. assume the duties of the president in their absence and assist the president in carrying out their duties;
- c. ensure planning for the future is carried out in accordance with the wishes of members and act as a planning coordinator; and
- d. be aware of current and planned association activities.

3.2.5. The secretary shall:

- a. issue notices of meetings in accordance with the association's constitution, together with an agenda;
- b. collect and collate reports from office bearers;
- c. keep accurate minutes during all executive committee and general meetings;
- d. act as the association's primary point of contact with governing bodies, deal with governing body queries and forward to appropriate association personnel;
- e. conduct all correspondence of the association as instructed by the executive committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- f. receive and place before the executive committee all applications for membership;
- g. maintain an up-to-date register of members;
- h. ensure that a current copy of the association's constitution is available to each new member;

- i. prepare the annual report for presentation at the annual general meeting in conjunction with the president;
- j. call for nominations for association positions prior to the annual general meeting; and
- k. provide details of executive committee and key contact changes to governing bodies, regulatory authorities and other relevant stakeholders.

3.2.6. The treasurer shall:

- a. act as the chief financial management officer for the association;
- b. keep all books and accounts of the association and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each executive committee meeting and general meeting;
- c. present accounts paid for ratification and accounts requiring payment for approval to each executive committee meeting;
- d. generate invoices and coordinate the receipt of monies and issuing of receipts;
- e. manage the association's cash flow;
- f. ensure all cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of cash into the bank;
- g. pay fees due to governing bodies, when authorised by the executive committee;
- h. work with the secretary to arrange for all disbursement of payments to be paid either by cheque or electronic funds transfer;
- i. following the end date of the association's financial year, close the association's books and prepare a set of financial statements as required by the auditor;
- j. submit the association's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting; and
- k. present audited financial statements to the annual general meeting, in accordance with the association's constitutions and the Act.

3.2.7. The junior registrar shall:

- a. chair the grading committee;
- b. prepare and report to general meetings of the association; and
- c. liaise with umpire convenor and make final decisions regarding the playing of fixtures during wet weather and extenuating circumstances, having due regard to players safety.

- 3.2.8. In conjunction with the administrator, the junior registrar shall be responsible for:
- a. organising, preparing and conducting the junior competition as required;
  - b. organising, preparing and conducting the modified and club carnival as required;
  - c. maintaining current lists of all club nominations, player registrations and complete records of all fixtures conducted by the association;
  - d. maintaining a register of colours and uniforms of affiliated clubs;
  - e. maintaining annual records of all competition match results as required;
  - f. organising the roster for executive rotation at junior fixtures;
  - g. organising and attending open days;
  - h. organising meetings with club delegates for grading review;
  - i. developing a competition timetable for the season for submission to the executive committee for endorsement;
  - j. reviewing junior policy each season and submitting amendments to the executive for endorsement; and
  - k. organising and preparing an end of season club survey.
- 3.2.9. The night convenor shall:
- a. prepare and report to general meetings of the association;
  - b. liaise with umpires and make a final decision regarding the playing of fixtures during wet weather and extenuating circumstances, having due regard to players safety.
- 3.2.10. In conjunction with the administrator, the night convenor shall be responsible for:
- a. organising, preparing, and conducting the night fixtures as required;
  - b. maintaining current lists of all team nominations, player registrations and complete records of all fixtures conducted by the association;
  - c. maintaining a register of colours and uniforms of registered teams;
  - d. maintaining annual records of all competition match results as required;
  - e. developing a competition timetable for each season for submission to the executive committee for endorsement;
  - f. reviewing night policy each season and submitting amendments to the executive for endorsement; and

- g. attending open days.

3.2.11. The child protection office shall:

- a. ensure CDNA has a Working With Children blue card compliance system in place;
- b. ensure child safety is included in CDNA's risk management strategy and high risk activities (e.g. representative netball) are recognised and mitigated;
- c. ensure commitment, recruitment and training is managed with child safety in mind;
- d. ensure the executive committee and clubs understand reporting and disclosure requirements;
- e. manage breaches of code of conduct relating to child safety;
- f. ensure volunteers are aware of their responsibilities under state child protection laws.

### **3.3. Subcommittees**

3.3.1. The executive committee shall appoint all subcommittee roles.

3.3.2. Operational subcommittees may include:

- a. junior grading committee;
- b. representative netball committee;
- c. scholarship committee;
- d. youth advisory board.

### **3.4. Representative netball committee**

3.4.1. The representative netball committee shall be chaired by the representative convenor.

3.4.2. The representative netball committee shall comprise the representative convenor and the following positions that are nominated by the representative convenor and appointed by the executive committee:

- a. senior state age assistant;
- b. junior state age assistant;
- c. parent liaison officer;
- d. sponsorship officer;
- e. representative treasurer;
- f. uniform coordinator.

### **3.5. Junior grading committee**

- 3.5.1. The junior grading committee shall comprise the following positions:
- a. association president (chair);
  - b. administration officer;
  - c. coaching convenor;
  - d. junior registrar.

### **3.6. Scholarship committee**

- 3.6.1. The scholarship committee shall comprise members appointed by the executive committee.

### **3.7. Youth advisory board**

- 3.7.1. The youth advisory board shall comprise members that have nominated for positions and appointed by the executive committee.
- 3.7.2. The chair of the youth advisory board shall be appointed by the executive committee.

### **3.8. Association roles**

- 3.8.1. The association may have the following roles:
- a. carnival convenor;
  - b. media liaison officer;
  - c. NetSetGo program coordinator.
- 3.8.2. Each role shall be filled through a nomination process and appointment by the executive committee.

## **4. Administration officer**

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### **4.1. Appointment of administration officer**

- 4.1.1. An administration officer may be appointed by the executive committee.
- 4.1.2. A person currently serving as an executive committee member may not apply to fill the position of administration officer.

### **4.2. Powers, duties and authorities of administration officer**

- 4.2.1. The administration officer holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, delegated to them by the executive committee.

- 4.2.2. The exercise of those powers and authorities and the performance of those duties by the administration officer are subject at all times to the control of the executive committee.

#### **4.3. Delegation to administration officer**

- 4.3.1. The executive committee may delegate to the administration officer the power (subject to such reservations on the power as may be decided by the executive committee) to conduct the day-to-day management and control of the business and affairs of the association.

#### **4.4. Dismissal of administration officer**

- 4.4.1. Subject to any contract or legislation, the administration officer may be dismissed by the executive committee on the grounds that they:
  - a. have been guilty of persistent or gross neglect in the discharge of their duties; or
  - b. conduct themselves in a way considered by the executive committee to be injurious or prejudicial to the character or interests of the association; or
  - c. become disqualified from managing a corporation or being a responsible person for a legal entity; or
  - d. are convicted of an indictable offence or are made bankrupt; or
  - e. do not otherwise comply with the requirements of this constitution.
- 4.4.2. Before the administration officer can be dismissed under bylaw 4.4.1, the executive committee must:
  - a. conduct a due and proper inquiry into the existence and sufficiency of the ground for dismissal;
  - b. give details on the ground for dismissal to the administration officer, who shall be given full and fair opportunity to show cause why they should not be dismissed.

### **5. Meeting procedures**

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#### **5.1. General meetings**

- 5.1.1. The association shall conduct its meetings in an orderly manner, generally in accordance with the customary procedure at meetings.
- 5.1.2. The level of formality required at a meeting is to be determined by the chairperson, subject to the operational requirements of the association and the seriousness or confidentiality of any matters to be resolved at that meeting.

## **5.2. Executive committee meetings**

- 5.2.1. As per clause 7.1 in the association's constitution, the executive committee meets a minimum of once every four calendar months to exercise its functions.
- 5.2.2. The executive committee may invite representatives from subcommittees to attend executive committee meetings, in order to present reports and engage in general discussion.
- 5.2.3. Unless they are also an executive committee member, a subcommittee representative may not vote at an executive committee meeting.

## **5.3. Support for decisions and resolutions**

- 5.3.1. Any executive committee member or subcommittee member shall support all decisions and resolutions carried at executive committee or subcommittee meetings.
- 5.3.2. Bylaw 5.3.1 shall apply, even if an executive committee member or subcommittee member voted in the negative during consideration of the proposed decision or resolution.

## **6. Finance and Membership**

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### **6.1. Reimbursements of approved out-of-pocket expenses**

- 6.1.1. Executive committee and subcommittee members and any other key personnel/volunteers shall be entitled to claim reimbursement for out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association, provided that receipts for any expenses must be supplied within one month of incurring the expense.
- 6.1.2. Any out-of-pocket expense exceeding \$100 must be approved by the executive committee prior to expenditure.

6.1.3. The following authorised spending limits are approved by the executive committee:

| Position                    | Amount       | Item                                                                          | Approval            |
|-----------------------------|--------------|-------------------------------------------------------------------------------|---------------------|
| Administration officer      | <=\$500.00   | Miscellaneous                                                                 | Executive committee |
| President                   | <=\$1,000.00 |                                                                               | Executive committee |
| Executive committee members | <=\$500.00   | EXAMPLES<br>Marketing<br>Advertising opportunities<br>Printing and Stationery | Executive committee |
| Association volunteers      | <=\$500.00   | Marketing<br>Advertising opportunities<br>Printing and Stationery             | President           |
| Other employees             | <\$1,000.00  | EXAMPLE<br>Any item of asset or capital expenditure                           | President           |

## **6.2. Funds and accounts**

- 6.2.1. In accordance with clause 10.1 in the association's constitution, any cheque or electronic funds transfer from an association account must be signed or approved by two authorised people.
- 6.2.2. No such payment may be authorised by two people who are partnered, reside at the same address or in any way related to one another.

## **7. General Policies**

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### **7.1. Adopted guidelines and policies**

- 7.1.1. The association adopts and adheres to the following;
- Netball Queensland's extreme weather guidelines;
  - Netball Queensland's member protection policy;
  - Netball Queensland's social media policy;
  - Queensland Government blue card and child protection provisions; and
  - Sport Integrity Australia's Australian National Anti-doping policy.

### **7.2. Alcohol**

- 7.2.1. The association supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.
- 7.2.2. Members and visitors are to ensure that they do not consume alcohol to such an extent as to be intoxicated.

- 7.2.3. The association meets all liquor licencing requirements and alcohol is only served with regard to the safety and wellbeing of patrons.

### **7.3. Child Protection**

- 7.3.1. The association is committed to the safety and wellbeing of all children and young people who use its services and is dedicated to protecting them from harm.
- 7.3.2. The association abides by the Safeguarding Policy included in the Netball Queensland Member Protection Policy.

### **7.4. Confidentiality agreement**

- 7.4.1. Committee members, employees and association members may be required to sign a confidentiality agreement.

### **7.5. Damage to property**

- 7.5.1. Any member negligently or wilfully breaking or otherwise damaging any association property shall pay such sum as may be determined by the executive committee sufficient to cover the damage.

### **7.6. First aid**

- 7.6.1. The association is committed to providing a safe and healthy sporting environment. The association will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.
- 7.6.2. The association will meet first aid legislative requirements as a minimum standard.
- 7.6.3. First aid facilities will be maintained on a regular basis.

### **7.7. Incident and injury policy**

- 7.7.1. In the event of any incidents and injuries occurring at the association, or during association events, an injury form must be completed and signed by the appropriate individuals, and submitted to the executive committee.

### **7.8. Smoking policy**

- 7.8.1. Smoking (including e-cigarettes) whilst using the association facilities is governed by the *Tobacco and Other Smoking Products Amendment Act 2004*.
- 7.8.2. The executive committee will establish policies and signage in compliance with this Act.

## 8. Amendments

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| Amendment No. | Section | Amendment Issued On (Date) | Amendment Inserted On (Date) | Amendment Inserted By (Name) | Comment |
|---------------|---------|----------------------------|------------------------------|------------------------------|---------|
|               |         |                            |                              |                              |         |
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