

UNITED GC NETBALL CLUB INC.

BY – LAWS

SECTION ONE: COMMITTEE POSITIONS AND DUTIES

(1) MANAGEMENT COMMITTEE POSITIONS

- 1.1 The Management Committee positions of the club are the elected roles of President, Vice President, Secretary, Treasurer, Wellbeing Officer and any General Committee Members determined at the Annual General Meeting, consistent with the Constitution.
- 1.2 The club may operate with some General Committee Member positions vacant, provided the minimum Management Committee requirements in the Constitution are met.
- 1.3 In addition to the elected Management Committee positions, the Committee may create and appoint such coordinators and officers as it considers necessary for the efficient operation of the club.
- 1.4 Appointed positions may include, but are not limited to:
 - a) Umpire Convenor;
 - b) Sponsorship Coordinator;
 - c) Equipment and Uniform Coordinator;
 - d) Social Media Officer;
 - e) Carnival Coordinator;
 - f) Coaching Coordinator;
 - h) Any other role approved by the Management Committee.
- 1.5 The duties and responsibilities of each appointed position will be set out in a written position description approved by the Management Committee.
- 1.6 Appointed coordinators and officers:
 - a) are accountable to the Management Committee;
 - b) must comply with the Constitution, these by laws and all relevant club policies, and;
 - c) may be removed or replaced by resolution of the Management Committee.

SECTION TWO: ROLE DESCRIPTIONS FOR ELECTED POSITIONS

- 2.1 The duties and responsibilities of each elected Management Committee position will be set out in a written position description approved by the Management Committee.
- 2.2 Position descriptions for elected positions may be amended by resolution of the Management Committee from time to time, provided that any changes are consistent with the Constitution and these by laws.

- 2.3 Where these by laws or other club documents describe particular duties for a position, those descriptions are not intended to limit the broader responsibilities of the role as set out in the approved position description.
- 2.4 In addition to the responsibilities described in their position descriptions, all Management Committee members are expected to:
- a) act in the best interests of the club as a whole;
 - b) uphold the club Constitution, by laws and adopted policies;
 - c) promote a child safe, inclusive and respectful club culture;
 - d) attend meetings and contribute to decisions in a timely and constructive way;
 - e) declare and manage conflicts of interest in accordance with the Constitution and relevant club policies.

SECTION THREE: MEETINGS AND ORDER OF BUSINESS

3.1 MEETINGS

- (a) subject to the limitations that it shall meet regularly once every four months, the Management & executive may meet for the despatch of business, adjourn and otherwise regulate its meetings and proceedings as it sees fit.
- (b) No proxies shall be allowed at Executive meetings.

3.2 ORDER OF BUSINESS

The order of business at Executive and Management Committee meetings shall be as follows:

1. open meeting
2. apologies
3. minutes of previous meeting
4. business arising from previous minutes
5. Treasurers report
6. all other reports
7. general business
8. closure of meeting

SECTION FOUR: ANNUAL GENERAL MEETING

4.1 MEETINGS

- (a) all members are entitled to attend the Annual General Meeting
- (b) a quorum is as per constitution rule 36 (1) & (2)
- (c) Motions and recommendations must be submitted in writing to the Secretary at least (14) fourteen days prior to the AGM. Recommendations to be carried by a simple majority.

4.2 ORDER OF BUSINESS

1. record of attendance
2. open meeting
3. apologies

4. Minutes of previous A.G.M.
5. business arising from the minutes
6. Correspondence
7. Presidents report
8. Secretaries report
9. Treasurers report and presentation of the audited Balance sheet, statement of receipts and expenditure
10. Wellbeing Officers report
11. Umpire co-ordinators report
12. Coach's co-ordinators report
13. Sponsorship Officer report
14. Uniform & Equipment Officers report
15. General Business including any motions/recommendations received in writing
16. Life Membership
17. Election of office bearers
18. Close of meeting

SECTION FIVE: POLICIES, CODES AND APPOINTED ROLES

5.1 CLUB POLICIES

The Management Committee may adopt, amend and repeal club policies from time to time, including but not limited to:

- a) Child Safety and Wellbeing Policy;
- b) Code of Conduct;
- c) Member Protection and Social Media Policy;
- d) Grievance and Complaints Policy;
- e) Risk Management and Work Health and Safety Policy;
- f) Any other policy considered necessary for the effective and safe operation of the club.

5.1.2 Club policies apply to all members and participants of the club including committee members, coaches, managers, umpires, players, parents, volunteers and contractors as stated in each policy.

5.1.3 Where there is any inconsistency between the Constitution, these by laws and a club policy:

- a) the Constitution prevails over the by laws and policies, and;
- b) the by-laws prevail over club policies.

5.2 CHILD SAFETY AND MEMBER PROTECTION

5.2.1 The club is committed to being a child safe organisation and will adopt and implement child safety and member protection policies that meet or exceed the requirements of Netball Queensland, Netball Australia and Queensland law.

5.2.2 The Management Committee is responsible for promoting and monitoring compliance with child safety and member protection policies and ensuring that all committee members, coaches, managers, umpires and other relevant volunteers:

- a) hold any required working with children clearance;

- b) complete required induction and training, and;
- c) understand their obligations under the club policies.

5.3 FAIR PLAY AND COURT TIME

- 5.3.1 The club is committed to fair and reasonable participation opportunities for all players.
- 5.3.2 Coaches must make genuine efforts to provide all players in a team with fair court time across the season, having regard to competition rules, player safety, attendance, effort, attitude and team balance.
- 5.3.3 The Management Committee may adopt a Playing Time and Rotation Guideline which sets out expectations for court time and rotation in different age groups, competitions and programs, and may amend that guideline from time to time.
- 5.3.4 Concerns about court time, positions or fair play should be raised in accordance with the club Grievance and Complaints Policy and not during or immediately after a game.

5.4 COMPLAINTS AND GRIEVANCES

- 5.4.1 Complaints and grievances raised by members, participants or volunteers will be managed in accordance with the club Grievance and Complaints Policy as approved by the Management Committee.
- 5.4.2 The Grievance and Complaints Policy must:
 - a) provide clear and accessible ways for concerns to be raised;
 - b) protect the safety and wellbeing of children and young people;
 - c) outline informal and formal options for addressing issues, and;
 - d) describe how matters may be referred to the association, Netball Queensland or external authorities when required.
- 5.4.3 Nothing in these by laws or the Grievance and Dispute Resolution Policy prevents a person from making a report directly to the police, a child protection authority or another external body where this is required or appropriate.