EXECUTIVE COMMITTEE

CONSTITUTION
Terms of Reference

1. Name of Group

1.1. Northern Jaguars Netball Club (NJNC)

2. Background

2.1. The Northern Jaguars Netball Club (NJNC) committee aims to provide children from Year 1 - 7 the opportunity to participate in playing indoor netball in a social league on Saturday mornings at Bouncer sports complex.

2.2. Northern Jaguars Netball Club became a registered sports club in 2013. A committee was established with volunteer parents and is called the Northern Jaguars Netball Club Executive Committee.

2.3. The NJNC executive committee is run by volunteer parents to the benefit of the Northern Jaguars Junior Netball Club.

2.4. To facilitate this, the NJNC executive committee will be responsible for all financial transactions and reconciling.
3. Functions of the NJNC Executive Committee of Perth

3.1. To organise and ensure all players are invited into a safe and fun environment so they can enjoy playing the game they love.

3.2. To manage and supply financial accounts directly related to the NJNC for reporting to and auditing purposes by the Club members/parents or WA netball authority.

3.3. Ensure that the process for collection and dispersal of monies related to any NJNC business is approved by the President/Treasurer and Executive committee.

3.4. Ensure all business is consistent with the principles of the NJNC and adhere to the NJNC code of conduct and values.

3.5. To promote NJNC brand.

3.6. To schedule events in consultation with the parents/members and WA Netball Authority.

3.7. To work with other registered netball clubs/organisations.

3.8. To seek, and promote additional resources and opportunities for more parents to join the NJNC executive committee.

3.9. Assist the NJNC with fundraising when available.
4. Committee Composition and Office Bearers

4.1. The NJNC executive committee will comprise of parents or guardian figures of NJNC members with a minimum of 3 and no more than 9 members.

4.2. NJNC members shall elect office bearer positions of a President, Secretary and Treasurer at an Annual General Meeting (AGM) forming the NJNC executive committee.

4.3. If an Office bearer position becomes vacant then elections will be held at the next NJNC meeting to fill the vacant position.

4.4. Office Bearer duties;

4.5. If any Executive Committee member (President, Secretary and Treasurer) does not attend three consecutive (monthly) general meetings, that person(s) will automatically forfeit their position on the executive committee. This does not apply to other office bearers on the committee.

4.6. All executive committee member positions will be up for reselection every 12 months from the previous AGM.

4.7. Only members of the executive committee will have voting rights.

(a) **The President** is responsible for;
   (i) liaison with and reporting to the Treasurer, Secretary and all Executive Committee members on all matters, and
   (ii) chair NJNC meetings.

(b) **The Secretary** is responsible for;
   (i) all NJNC administrative requirements, and
   (ii) ensuring NJNC governance.

(c) **The Treasurer** is responsible for;
   (i) all NJNC financial records including;
       (a) banking,
       (b) receipts,
       (c) all financial statements:
5. Meeting Operation and Reporting

5.1. Meetings shall be at such times and places as determined by itself provided that not less than seven 7 days’ notice is given and;

(a) meeting minutes shall be made available to the committee and NJNC members at all times.
(b) all agenda items will be required to be submitted to the NJNC secretary NO LATER THAN 2 days prior to a scheduled meeting.

5.2. The President shall ensure that a report of any NJNC business is available to all NJNC executive committee as required.

5.3. All NJNC business is to be agreed to by the Executive Committee prior to action commencing.

5.4. If the majority of the NJNC committee does not agree with a business decision then;

(a) an alternative action will be sought by the NJNC and if
(b) If agreement is still not reached then the NJNC committee will provide their written reasoning on the matter in disagreement to the NJNC President and
(c) NJNC committee will consider the submissions and make a binding determination on majority vote.

5.5. If operationally required (as set out in section 6.2. of this document) NJNC office bearers can hold an executive meeting but this meeting is to be recorded by the secretary and presented at the next NJNC meeting.
6. Quorum

6.1. A Quorum can only be reached if 50% of the NJNC Committee is in attendance unless this is an operational requirement.

6.2. An operational requirement is said to exist, as decided by the NJNC executive committee when;

(a) any matter that requires immediate approval and cannot wait until the next meeting, or
(b) a direct conflict of interest has been raised by a member/parent and requires a decision from the NJNC executive committee, or
(c) The member/parents require an immediate response from NJNC committee.

7. Voting

7.1. Unless operationally required, a vote cannot be held unless a quorum is reached at a meeting. If there is a locked vote than the deciding vote will be made by the NJNC President.

7.2. All executive committee members and members shall be entitled to one vote on any resolution or election.

7.3. Voting shall be by show of hands or if eligible by proxy.
8. Financial Management

8.1. The NJNC will maintain a bank account separate to any other association club or personal accounts;

(a) Two (2) people authorise debit transactions which can be a combination of;
   (i) Two NJNC office bearers, or
   (ii) One NJNC office bearer and Treasurer.

8.2. All NJNC financial statements and account keeping of the NJNC will be presented to the NJNC President and executive committee at the end of the financial year or upon request.

8.3. Copies of all receipts, bank statements and financial statements are to be kept on the NJNC electronic account.

9. Regulations

9.1. Unless specifically provided for in this document, NJNC is proud to adopt the Netball Australia Integrity Framework Policies

9.2. All proposed amendments to “Northern Jaguars Netball Club EXECUTIVE COMMITTEE – terms of reference” must be approved by the general meeting of the NJNC Executive Committee.
10 Disputes and resolutions

10 The grievance procedure set out in this rule applies to disputes under these rules between:

10.1 office bearer and another office bearer: or
    parent/guardian and office bearer

10.2 The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.

10.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

10.4 The mediator must be:
    (i) a person chosen by agreement between the parties: or
    (ii) in the absence of agreement
    (iii) in the case of a dispute between an office bearer and a Non-office bearer, a person appointed by the executive committee
    (iv) an office bearer can be a mediator
    (v) The mediator cannot be a party to the dispute
    (vi) the parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

10.5 The mediator, in conducting the mediation must:
    (i) give the parties to the mediation process every opportunity to be heard:
    (ii) allow due consideration by all parties of any written statement submitted by any party: and
    (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process:

10.6 The mediator must not determine the result

10.7 The mediator must be confidential and without prejudice

10.8 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at Law.
NOTES:

THE EXECUTIVE COMMITTEE SHALL ALWAYS BE RESPONSIBLE TO THE GENERAL MEETING OF THE NJNC.

Signed: ___________________________ Date: ___________________________
Northern Jaguars Netball Club – Secretary

Signed: ___________________________ Date: ___________________________
Northern Jaguars Netball Club - President