



CONSTITUTION

of the

SOUTHAMPTON

NETBALL ASSOCIATION

March 2013 issue

1 NAME & GOVERNANCE

- 1.1 The name of the Association governed by this Constitution shall be the Southampton Netball Association (hereinafter referred to as the "SNA")
- 1.2 The SNA accepts the governance of England Netball ("England Netball" or "EN") including the Codes of Conduct and Disciplinary Procedures

2 OBJECTIVES

The objectives of the SNA shall be to:

- 2.1 Plan and help in the growth and development of netball within Southampton and local areas
 - 2.1.1 Establish, agree and maintain a rolling 3-year plan which shall be reviewed at least annually by the serving SNA Committee and at the first meeting of a new SNA Committee (post-election at an AGM)
- 2.2 Serve as a forum to co-ordinate activities, to organise leagues and competitions and arrange technical courses
- 2.3 Uphold a high standard of conduct and integrity and promote a sense of fair and excellent play, within all its leagues and competitions
- 2.4 Support the administrative plans and implement the policies made by England Netball
- 2.5 Support where possible the plans and policies of England Netball South
- 2.6 Support where possible the plans and policies of Hampshire Netball Association

3 MEMBERSHIP

Membership of the SNA shall be open to persons or Clubs as defined herein:

- 3.1 Voting Members
 - 3.1.1 Members of the Committee
 - 3.1.1.1 The Chair Person shall not have voting rights unless there is an absolute tie and agreement is not forthcoming in which case a casting vote is permitted
 - 3.1.2 A representative of each Club with at least seven Registered Participants
 - 3.1.2.1 The representative is determined by the Club
- 3.2 Non-Voting Members
 - 3.2.1 Registered Participants
 - 3.2.1.1 A Registered Participant is defined as a member of a Club that has voting rights
 - 3.2.1.2 A Registered Participant is eligible to serve as an Officer or as a Member of a National, Regional or County Committee and is entitled to attend and speak at but is not entitled to vote at General Meetings of the SNA
 - 3.2.2 Associate Members
 - 3.2.2.1 An Associate Member is defined as an interested party who is NOT a member of a Club that has voting rights
 - 3.2.2.2 An Associate Member is not eligible to serve as an Officer of or as a Member of the SNA but is entitled to attend and speak at but is not entitled to vote at General Meetings of the SNA. An Associate Member may be co-opted for a particular purpose onto the SNA Committee by the SNA Committee
 - 3.2.3 Honorary Members
 - 3.2.3.1 An Honorary Member is defined as one having membership bestowed upon himself/herself by the SNA Committee
 - 3.2.3.2 An Honorary Member is not eligible to serve as an Officer of or as a Member of the SNA but is entitled to attend and speak at but is not entitled to vote at General Meetings of the SNA. An Honorary Member may be co-opted for a particular purpose onto the SNA Committee by the SNA Committee
- 3.3 Rights and Obligations
 - 3.3.1 A Club may participate in any league or competition run by the SNA provided the terms of entry are complied with AND provided there are no current or outstanding disciplinary sanctions, in line with **SNA** Disciplinary Regulations, against the Club or any Registered Participant therein
 - 3.3.2 A Registered Participant is entitled to stand for election and to participate in courses, awards and events organised by the SNA (subject to availability and provided there are no current or outstanding disciplinary sanctions, in line with SNA Disciplinary Regulations, against the Registered Participant)
 - 3.3.3 An Associate Member is entitled to participate in courses, awards and events organised by the SNA (subject to availability and provided there are no current or outstanding disciplinary sanctions, in line with **SNA** Disciplinary Regulations, against the Associate Member)
 - 3.3.4 An Honorary Member is entitled to participate in courses, awards and events organised by the SNA (subject to availability and provided there are no current or outstanding disciplinary sanctions, in line with **SNA** Disciplinary Regulations, against the Honorary Member)
 - 3.3.5 Each member of the SNA shall be obliged to conduct himself/herself in an appropriate manner whilst participating in any league or competition, course, award or event run or organised by the SNA. Failure to do so may result in disciplinary action being taken in line with **SNA** Disciplinary Regulations

SNA reserve the right to refuse entry to any Club or individual in any of the leagues or competitions run by SNA

4 SNA COMMITTEE

The business of the SNA shall be managed by the SNA Committee which shall comprise:

- 4.1 The Officers who shall all be Registered Participants
- 4.2 A team of League representatives
 - 4.2.1 This team shall comprise no more than ten representatives
 - 4.2.2 This team shall be representative of all Leagues organised by the SNA
- 4.3 Voting Members of the SNA Committee shall be all the above SAVE FOR:
 - 4.3.1 any person on the SNA Committee only acquires the ability to vote once elected at an AGM
 - 4.3.2 if a person is accepted as a volunteer or is co-opted then they may not vote
 - 4.3.3 the Chair Person is excepted – refer to item 3.1.1.1
- 4.4 The SNA Committee shall meet at least four (4) times per year
- 4.5 A quorum shall consist of five members of the SNA Committee
 - 4.5.1 If any single club constitutes a majority of a Committee meeting then no matters requiring a vote can be concluded
- 4.6 The SNA Committee shall have the power to appoint a non-voting President to serve for such period as it determines
- 4.7 The SNA Committee shall have the power to fill any vacancy which may occur during the term of the serving Committee
- 4.8 The SNA Committee shall have the power to co-opt members to serve in a Technical Group (refer to item 8) to perform special duties as required. Co-opted members may not vote at Committee Meetings

5 OFFICERS & LEAGUE REPRESENTATIVES

- 5.1 The Officers of the SNA shall be:
 - 5.1.1 Chair Person
 - 5.1.1.1 Elected by the Members
 - 5.1.2 Vice Chair Person
 - 5.1.2.1 Selected democratically by the SNA Committee from within and must have served a minimum of one year on the SNA Committee immediately prior to selection
 - 5.1.3 Honorary Secretary
 - 5.1.3.1 Elected by the Members
 - 5.1.4 Honorary Treasurer
 - 5.1.4.1 Elected by the Members
 - 5.1.5 Coaching Development Officer
 - 5.1.5.1 Elected by the Members or selected democratically by the SNA Committee from within
 - 5.1.6 Umpiring Development Officer
 - 5.1.6.1 Elected by the Members or selected democratically by the SNA Committee from within
 - 5.1.7 League & Tournament Administrator
 - 5.1.7.1 Elected by the Members or selected democratically by the SNA Committee from within
 - 5.1.8 Publicity Officer
 - 5.1.8.1 Elected by the Members or selected democratically by the SNA Committee from within
 - 5.1.9 Safeguarding Officer
 - 5.1.9.1 Elected by the Members or selected democratically by the SNA Committee from within
 - 5.1.10 League Representatives (up to 10)
 - 5.1.10.1 Elected by the Members or selected democratically by the SNA Committee from within
- 5.2 All Officers and League Representatives shall be Registered Participants and shall be elected/selected annually:
 - 5.2.1 If any Officer or League Representative is accepted as a Volunteer then they SHALL NOT have the right to vote on any matters at any meetings. The right to vote can only be acquired through election to a position by the Members at an AGM in accordance with 4.3
 - 5.2.2 If any Officer or League Representative is Co-Opted then they SHALL NOT have the right to vote on any matters at any meetings. The right to vote can only be acquired through election to a position by the Members at an AGM in accordance with 4.3
- 5.3 Any Registered Participant may volunteer to assist the committee in any available position during the year
 - 5.3.1 A volunteer must submit their offer to assist, to the committee either in person at the AGM or by e-mail during the year
 - 5.3.2 The Committee will consider the offer and respond to the Volunteer within 4 weeks to advise if they have been accepted
 - 5.3.3 The decision will be made by a simple majority vote of the Voting Members of the Committee
- 5.4 All Officers and League Representatives who have been voted on to the Committee by the electorate MUST attend a minimum of 50% of:
 - 5.4.1 all the Committee Meetings held in which they hold office
 - 5.4.2 all the sub-group or technical group meetings which are arranged in the year in which they hold office
- 5.5 Any Officers and League Representatives who hold their position due to volunteering or being co-opted MUST attend a minimum of 50% of all sub-group or technical group meetings arranged during the year in which they assist the Committee
- 5.6 Failure by any person to adhere to clauses 5.4 and 5.5 may result in that person's removal from office or their position

6 GENERAL MEETINGS

- 6.1 The Annual General Meeting (AGM) shall be held before end of July each year
- 6.2 Notice of the AGM, together with a copy of the Agenda shall be circulated not less than six weeks prior to the date of the AGM to each member of the SNA Committee and to each member Club
- 6.3 Any Special Item for the Agenda must be sent in writing to the Committee to be received three weeks prior to the AGM: this must then be circulated to each member of the SNA Committee and to each member Club at least two weeks before the AGM
- 6.4 The AGM shall:
 - 6.4.1 Receive Reports
 - 6.4.2 Adopt an Audited Statement of Accounts
 - 6.4.3 Elect Officers who shall hold office to the following years AGM at which a successor is appointed or their re-election takes place
 - 6.4.4 Consider any Special Items (see 6.3)
 - 6.4.5 Notify the Annual SNA Affiliation Fees to be paid by each member
 - 6.4.6 Adopt / re-adopt the SNA Constitution
- 6.5 Each affiliated Club must be represented at the AGM. The SNA Committee has power to levy financial penalties on defaulters
- 6.6 Only Registered Participants are entitled to attend and speak at General Meetings but are not entitled to vote unless they are SNA Committee Members
- 6.7 No person shall be permitted more than one vote
- 6.8 Honorary Secretary shall convene an Extra-ordinary General Meeting (EGM):
 - 6.8.1 By order of the SNA Committee
 - 6.8.2 By written request of any five SNA Member Clubs stating the specific purpose for which an EGM is required and setting out any resolutions which it is desired to propose and such an EGM shall be convened within 28 days from receiving the request

7 TECHNICAL GROUPS

- 7.1 Each Technical Group shall normally comprise no more than five members, each with appropriate technical knowledge. They shall be co-opted by the Chair Person of the Technical Group with the approval of the SNA Committee. The Technical Group Chair Person is to be one of the five members
- 7.2 With the approval of the SNA Committee the Technical Group Chair Person may co-opt non-SNA persons to provide technical expertise
- 7.3 Ad-hoc Technical Groups may be set up for a specific purpose when required

8 FINANCE

- 8.1 The financial year shall end on 30th April
- 8.2 Each Club shall pay an annual affiliation fee for each affiliated member which shall be due on 1st September and shall be paid not later than 31st August
- 8.3 All funds or other property of the SNA Committee shall not be paid to or distributed among members of the Committee (save for legitimate expenses incurred in serving the SNA Committee), but shall be paid towards the furtherance of the objectives of the SNA

9 DISCIPLINARY POWERS, PROCEDURES AND APPEALS

- 9.1 The SNA is governed under SNA Disciplinary Regulations (June 2020) (Copy of which is available from SNA website).
- 9.2 Accordingly, any individual, team, or club shall abide by the Codes of Conduct and shall be obliged to conduct himself/herself in an appropriate manner regarding any league, competition, meeting, award or event run, managed, facilitated or organised by the SNA. Failure to do so may result in disciplinary action being taken
- 9.3 All discussions and all paperwork relating to any potential disciplinary incident shall be treated in a strictly confidential manner by all parties
- 9.4 This clause 9 applies to all persons serving on the Committee whether as voted in members, volunteers or co-opted and they are also required at all times to:
 - 9.4.1 act with honesty and integrity
 - 9.4.2 maintain the confidentiality of all matters discussed at Committee Meetings, Sub-Groups or Technical Groups
 - 9.4.3 uphold the decisions of the Committee
 - 9.4.4 not, through their actions or in-action bring the Committee in to disrepute
 - 9.4.5 declare any conflict of interests
- 9.5 In accordance with the SNDR any grievances should be addressed to the SNA Disciplinary Secretary. In the absence of a Disciplinary Secretary address to the Honorary Secretary who shall also act as the SNA Disciplinary Secretary

TERMS OF REFERENCE

10 OFFICERS

All Officers shall be Registered Participants of the SNA

11 PRESIDENT

The President shall:

- 11.1 Be appointed by the SNA Committee to hold a term as determined by them
- 11.2 Be the figurehead and an ambassador for the SNA
- 11.3 Be entitled to attend any SNA Meeting but shall neither have an executive function nor have voting rights
- 11.4 Exercise a general interest in the affairs of the SNA and be entitled to receive copies of Minutes of SNA Committee Meetings
- 11.5 Be available for consultation when required and where possible
- 11.6 Sign certificates and awards and present badges and awards to winners when required and where possible

12 CHAIR PERSON

The Chair Person shall:

- 12.1 Be elected annually at the AGM
- 12.2 Chair meetings of the SNA Committee
- 12.3 Be responsible for guiding the work of the SNA Committee in formulating policy and managing the affairs of the SNA
- 12.4 Be entitled to attend any Meeting of any SNA Technical Group but shall not have any voting rights

13 VICE CHAIR PERSON

The Vice Chair Person shall:

- 13.1 Be appointed annually by the Committee and must have served a minimum of one year on the SNA Committee immediately prior to their appointment
- 13.2 Attend SNA Committee Meetings
- 13.3 Support the Chair Person
- 13.4 Take the Chair at an SNA Committee Meeting when the Chair Person is unable to attend
- 13.5 Adopt the role of Acting Chair Person in the event of unforeseen unavailability of the elected Chair Person

14 HONORARY SECRETARY

The Honorary Secretary shall:

- 14.1 Be elected annually at the AGM
- 14.2 Attend SNA Committee Meetings
- 14.3 Be directly responsible to the Chair Person of the SNA Committee for the organisation and implementation of the work of the SNA in accordance with the decisions reached by the SNA Committee
- 14.4 Ensure that the Minutes of the AGM and Minutes of the SNA Committee Meetings are recorded and circulated as appropriate
- 14.5 Ensure that notices of Meetings are circulated as appropriate
- 14.6 Liaise with the Chair Person to prepare an Agenda for the AGM and SNA Committee Meetings
- 14.7 Deal with correspondence however received and discuss with appropriate Committee Members
- 14.8 Keep accurate records of all General Meetings and all SNA Committee Meetings
- 14.9 Keep accurate records of correspondence however received and despatched

15 HONORARY TREASURER

The Honorary Treasurer shall:

- 15.1 Be elected annually at the AGM
- 15.2 Attend SNA Committee Meetings
- 15.3 Be responsible to the SNA Committee
- 15.4 Be responsible for the management of the finances of the SNA in accordance with the decisions of the SNA Committee
- 15.5 Provide financial advice to the SNA Committee and recommend action on financial matters relating to the accounts of the SNA
- 15.6 Prepare, finalise and present annual accounts and budget
- 15.7 Recommend to the SNA Committee the name(s) of suitable Qualified Accountants to be appointed as Auditors of the accounts of the SNA
- 15.8 Attend, if necessary, meetings of all other Technical Groups

16 UMPIRING DEVELOPMENT OFFICER

The Umpiring Development Officer shall:

- 16.1 Be elected annually at the AGM or selected by the SNA Committee from within
- 16.2 Attend SNA Committee Meetings
- 16.3 Be responsible for convening the Umpiring Technical Group
- 16.4 Be responsible for liaising with the SNA Committee regarding Umpiring matters

17 **LEAGUE & TOURNAMENT ADMINISTRATOR**

The League & Tournament Administrator shall:

- 17.1 Be elected annually at the AGM or selected by the SNA Committee from within
- 17.2 Attend SNA Committee Meetings
- 17.3 Be responsible for convening any necessary Meeting with the League Representatives
- 17.4 Be responsible for managing all Leagues and Tournaments organised by the SNA
- 17.5 Be responsible for liaising with the SNA Committee regarding all League and Tournament matters

18 **PUBLICITY OFFICER**

The Publicity Officer shall:

- 18.1 Be elected annually at the AGM or selected by the SNA Committee from within
- 18.2 Attend SNA Committee Meetings
- 18.3 Be responsible for promoting netball within the local area and on the Southampton Netball website
- 18.4 Be responsible for liaising with the SNA Committee regarding any Publicity or Website matters

19 **TECHNICAL GROUP MEMBERS**

Every member of a Technical Group shall be a Registered Participant of the SNA unless specific technical expertise is required when the Chair of the Technical Group shall seek approval from the SNA Committee to co-opt an appropriate person(s)

- 19.1 The Chair of the Technical Group is responsible for the efficiency and effectiveness of the Technical Group and shall be accountable to the SNA Committee for the performance of the Technical Group including the quality of service it provides and the management of services within its charge
- 19.2 Notes from each Meeting shall be circulated directly to Members of the Technical Group and to each member of the SNA Committee
- 19.3 Decisions made by any one Technical Group shall be brought to the SNA Committee for consideration and approval prior to implementation

20 **DISSOLUTION/TERMINATION OF SNA**

- 20.1 The SNA may only be dissolved with the authorisation of a majority of the Voting Members given at an EGM called for that purpose
- 20.2 Upon dissolution or other termination of the SNA all remaining assets after payment in full of any debts, settlement of any outstanding obligations and necessary final expenses or after making appropriate provision therefore, shall be distributed to such organisations with purposes similar to those of the SNA and shall be chosen by the existing Voting Members of the SNA committee