



CONSTITUTION

VICTORIAN NETBALL ASSOCIATION INC (NETBALL VICTORIA)

DEPARTMENT	BOARD
AUTHOR	Governance Committee
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TABLE OF CONTENTS

1.	NAME	1
2.	OBJECTS OF ASSOCIATION	1
3.	POWERS OF NETBALL VIC.....	2
4.	INTERPRETATION AND DEFINITIONS	2
5.	REGISTERED ADDRESS	4
6.	MEMBERSHIP OF ASSOCIATION.....	4
7.	SUBSCRIPTIONS AND FEES	8
8.	REGISTERS	8
9.	RESIGNATION OF MEMBERS.....	8
10.	EXPULSION, SUSPENSION OR FINING OF MEMBERS.....	9
11.	ANNUAL GENERAL MEETINGS.....	10
12.	SPECIAL GENERAL MEETINGS	11
13.	NOTICE OF MEETINGS	12
14.	PROCEEDINGS AT MEETINGS	12
15.	CHAIRPERSON AT MEETINGS.....	13
16.	ADJOURNMENT OF MEETINGS	13
17.	VOTING AT GENERAL MEETINGS	13
18.	BOARD	15
19.	ELECTION OF ELECTED DIRECTORS	17
20.	VACANCY ON THE BOARD	20
21.	LEAVE OF ABSENCE	21
22.	QUORUM AND PROCEDURE AT BOARD MEETINGS.....	22
23.	DELEGATED POWERS AND DUTIES.....	24
24.	GRIEVANCE PROCEDURES	25
25.	SOURCES AND MANAGEMENT OF FUNDS.....	26
26.	APPLICATION OF INCOME	26
27.	ALTERATION OF CONSTITUTION.....	26
28.	DISSOLUTION.....	26
29.	INDEMNITY	26
30.	SERVICE OF NOTICES	27
31.	CUSTODY OF BOOKS AND OTHER DOCUMENTS	27
32.	REGULATIONS	28

CONSTITUTION

of

VICTORIAN NETBALL ASSOCIATION INCORPORATED

(Registration No. A0015625A)

1. NAME

The name of the incorporated association is the Victorian Netball Association Incorporated trading as Netball Victoria (**Netball Vic**).

2. OBJECTS OF ASSOCIATION

Netball Vic is the peak body for the administration of Netball in Victoria. The Objects for which Netball Vic is established and maintained are to:

- (a) create a uniform, governing body of Netball in Victoria through and by which Netball in Victoria can be encouraged, conducted, promoted and administered;
- (b) promote and encourage national Netball and the conduct of national competition as an affiliated member of Netball Australia Limited (**NA**) and liaise with NA and such other bodies as may be desirable in the pursuit of these Objects;
- (c) adopt and accept the playing rules of the International Netball Federation Limited (**INF**) and abide by the interpretation of such rules as determined from time to time by Netball Vic;
- (d) control, manage and conduct Netball competitions at a state level and select and manage Netball teams to represent Victoria nationally inside and outside Victoria;
- (e) at all times to act on behalf of, and in the interests of, the Members and Netball and to encourage, promote, advance, administer and govern Netball throughout Victoria, through and by the Members for the mutual and collective benefit of the Members and Netball;
- (f) operate with, and promote mutual trust and confidence between Netball Vic and the Members in pursuit of these Objects;
- (g) apply the property and capacity of the Netball Vic towards the fulfilment and achievement of these Objects;
- (h) strive for and maintain government, commercial and public recognition of the Netball Vic as the authority for Netball in Victoria;
- (i) promulgate and secure uniformity in such rules and standards as may be necessary for the management of Netball, Netball competitions and related activities, including but not limited to the rules of the game and coaching standards;
- (j) pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further these Objects;
- (k) in conjunction with the Affiliated Associations maintain and extend the operations and activities of the Netball Vic and foster, regulate, organise, conduct and manage

Netball tournaments, competitions, events, displays and other activities to promote the economic and sporting success, strength and stability of Netball Vic;

- (l) promote the health and safety of athletes, officials and other individuals participating in Netball in any capacity;
- (m) establish and conduct education and training programs for players, coaches, umpires and officials in the implementation and interpretation of Netball rules and standards;
- (n) formulate and implement appropriate policies, including policies in relation to member protection, child safety, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in Netball;
- (o) encourage and promote performance-enhancing drug free competition;
- (p) give, and where appropriate, seek recognition for athletes, officials and other individuals participating in Netball in any capacity to obtain awards or public recognition; and
- (q) undertake and or do all things or activities which are necessary, incidental or conducive to the advancement of these Objects.

3. POWERS OF NETBALL VIC

Solely for furthering the Objects the Netball Vic has, in addition to the rights, powers and privileges conferred on it under the Act, the legal capacity and powers of a company limited by guarantee as set out under section 124 of the Corporations Act.

4. INTERPRETATION AND DEFINITIONS

4.1 Definitions

In this Constitution, unless the contrary intention appears:

Act means the *Associations Incorporation Reform Act 2012 (Vic)*.

Affiliated Association means a not-for-profit incorporated association or company limited by guarantee which has an interest in Netball.

Annual Subscriptions means the annual fees payable by each category of Member as determined by the Board under **Rule 7**.

Appointed Director means a Director appointed under **Rule 18.5**.

Board means the body consisting of the Directors under **Rule 18.2**.

Chairperson means the Chairperson of Netball Vic appointed under **Rule 18.2(c)**.

Chief Executive Officer or **CEO** means the chief executive officer of Netball Vic appointed by the Board under **Rule 23.1**.

Community Member means a body incorporated under legislation and which has an interest in Netball.

Constitution means this constitution of the Netball Vic as amended from time to time.

Delegate means a representative of an Affiliated Association, an Interested Member or Community Member.

Director means a member of the Board and includes an Elected Director and an Appointed Director.

Elected Director means a Director elected under **Rule 19**.

Financial Year means the year ending on 31 December.

General Meeting means a meeting of Members convened under **Rules 11** or **12**.

Intellectual Property means all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, images (including photographs, videos or films) or service marks relating to Netball Vic or any activity conducted, promoted or administered by Netball Vic.

Interested Member means a for profit organisation (being a company, partnership, statutory body or otherwise) which has an interest in netball.

Life Member means an individual elected as such under **Rule 6.2(m)**.

Member means any of an Affiliated Association, an Interested Member, a Community Member, a Registered Member or a Life Member. "Members" means all these members collectively as members of Netball Vic for the time being under **Rule 6**.

Netball means the sport and game of netball as determined by INF with such variations as may be recognised by Netball Vic from time to time.

Netball Vic means the Victorian Netball Association Incorporated.

Objects mean the objects of Netball Vic in **Rule 2**.

President means the president of Netball Vic appointed under **Rule 18.2(b)**.

Register means the register of Members kept under **Rule 8.1**.

Registered Member means a person registered with Netball Vic as a player, umpire, coach or official or in some other capacity.

Regulations means any regulations made by the Board under **Rule 34**.

Special Resolution has the same meaning as in the Act.

Voting Member means a Member with voting rights under **Rule 17.1**.

4.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;

- (b) a reference to the exercise of a function includes where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include all genders;
- (e) words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (f) references to persons include corporations and bodies politic;
- (g) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (h) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (i) expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail and posted on social media.

4.3 *Enforceability*

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the purpose of that jurisdiction, if possible, so it is valid and enforceable. If it cannot be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.

4.4 *Model Rules*

This Constitution expressly displaces the model rules under the Act.

4.5 *Objects*

Netball Vic is established solely for the Objects.

5. REGISTERED ADDRESS

The registered address of Netball Vic shall be such place as is determined by the Board from time to time.

6. MEMBERSHIP OF ASSOCIATION

6.1 *Categories of Member*

The Members shall be, and shall be divided into, the following categories:

- (a) Affiliated Associations, which shall be represented by their Delegate. The Delegate shall have the right to be present, to debate and to vote at General Meetings on behalf of the Affiliated Association;
- (b) Interested Members, which shall be represented by their Delegate. The Delegate shall have the right to be present and to debate at General Meetings on behalf of the Interested Member, but shall have no voting rights;
- (c) Community Members, which shall be represented by their Delegate. The Delegate shall have the right to be present and to debate at General Meetings on behalf of the Community Member, but shall have no voting rights;
- (d) Registered Members, which shall have the right to be present and to debate at General Meetings, but shall have no voting rights;
- (e) Life Members, which shall have the right to be present, to debate and to vote at General Meetings; and
- (f) such other category or categories of members as determined by the Board from time to time.

6.2 Application For Membership

- (a) To be eligible for membership as an Affiliated Association, the Affiliated Association must be incorporated or in the process of incorporation, which process must be complete within twelve months of applying for membership under this Constitution.
- (b) For such time an applicant for membership as an Affiliated Association is not incorporated, the president of any unincorporated body shall be deemed to be the Member, and shall be entitled to the same voting and other rights and shall follow such procedures as incorporated Affiliated Associations, to the extent that this is possible.
- (c) Any dispute as to the application of this Constitution to an unincorporated Affiliated Association shall be resolved by the Board in its sole discretion.
- (d) To be eligible for membership as an Interested Member, the applicant must be a legal entity which operates for profit.
- (e) To be eligible for membership as a Community Member, the applicant must be a body incorporated under legislation.
- (f) Subject to this Constitution, an application for membership as a Member must be:
 - (i) in writing in the form prescribed by the Board from time to time;
 - (ii) accompanied by the appropriate fee or fees, if any; and
 - (iii) lodged with the CEO.
- (g) As soon as is practicable after the receipt of an application under **Rule 6.2(f)**, the CEO shall refer the application to the Board.
- (h) Upon an application being referred to the Board, the Board may, acting in the best interests of Netball Vic and in good faith, accept or reject an application whether the

applicant has complied with the requirements under this **Rule 6.2** or not. The Board shall not be required or compelled to provide any reason for such acceptance or rejection.

- (i) If the Board accepts an application for membership, the Board shall determine the appropriate category of membership and the CEO shall, as soon as practicable, notify the applicant in writing that it is approved or declined. If approved, membership shall commence on entry into the Register in accordance with **Rule 6.2(k)**.
- (j) If the Board rejects an application for membership, the CEO shall, as soon as practicable, notify the applicant in writing that the applicant is not approved for membership. The Board is not required to give reasons for its decision. There is no right of appeal where the Board rejects an application for membership.
- (k) If the application for membership is approved, the CEO shall enter the applicant's name in the Register, and upon the name of the applicant being so entered, the applicant becomes a Member. The CEO shall also enter the category of membership afforded to the Member and the name of the Delegate (if applicable).
- (l) An Affiliated Association, Interested Member or Community Member is not required to reapply for membership each Financial Year and shall, subject to this Constitution, remain Members provided all monies due and payable to Netball Vic have been paid, other than the amount of the Annual Subscription payable in respect of the current Financial Year. If an Affiliated Association, Interested Member or Community Member does not pay the Annual Subscription within thirty days of the due date, their membership shall lapse and they will be required to reapply for membership in accordance with this **Rule 6.2**.
- (m) Life Members shall be determined by the Board. The Board may grant a person life membership in recognition of services rendered to Netball Vic. Nominations for Life Members may be lodged with the CEO by any other Member by the last working day in November of each year.

6.3 Delegate of Affiliated Association, Interested Member and Community Member

- (a) An Affiliated Association, Interested Member or Community Member shall nominate to Netball Vic its Delegate to represent that Affiliated Association, Interested Member or Community Member at General Meetings.
- (b) The Board may in its absolute discretion determine that a person nominated by an Affiliated Association, Interested Member or Community Member to be a Delegate shall not represent an Affiliated Association, Interested Member or Community Member as a Delegate, and shall notify that Member accordingly.
- (c) The CEO shall record any change in Delegate in the Register.
- (d) Each Delegate must comply with the directions given by a resolution of the Affiliated Association, Interested Member or Community Member, including in respect of voting, and if required by the Board, shall provide to the Board evidence of such compliance.
- (e) The Delegate is the only person who may represent the Affiliated Association, Interested Member and Community Member at General Meetings. The Affiliated Association, Interested Member and Community Member shall advise the CEO at

least forty-eight hours prior to the Annual General Meeting who its Delegate will be for the succeeding year. If no notification is provided to the CEO, the Secretary of the Affiliated Association shall be deemed to be the Delegate.

6.4 Effect of Membership

- (a) Members acknowledge and agree that:
 - (i) this Constitution constitutes a contract between each of them and Netball Vic and that they are bound by this Constitution and the Regulations;
 - (ii) they shall comply with and observe this Constitution and the Regulations;
 - (iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of Netball Vic;
 - (iv) this Constitution and Regulations are necessary and reasonable for promoting the Objects;
 - (v) neither membership of Netball Vic nor this Constitution gives rise to:
 - (A) any proprietary right of Members in, to or over Netball Vic or its property or assets; and
 - (B) subject to the Act and Netball Vic acting in good faith, the right of Members to natural justice, unless expressly provided for in this Constitution;
 - (vi) they are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board; and
 - (vii) a right, privilege or obligation of a person by reason of their membership of Netball Vic:
 - (A) is not capable of being transferred or transmitted to another person; and
 - (B) terminates upon the cessation of membership whether by death, resignation or otherwise.
- (b) Members may, by virtue of membership of Netball Vic and subject to this Constitution:
 - (i) express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution;
 - (ii) make proposals or submissions to the Board;
 - (iii) engage and participate in any activity approved, sponsored or recognised by Netball Vic and
 - (iv) conduct any activity approved by Netball Vic.

7. SUBSCRIPTIONS AND FEES

The Annual Subscriptions and any other fees payable by Members or category of Members to Netball Vic, the benefits which apply, the time for, and manner of payment, shall be determined by the Board from time to time.

8. REGISTERS

8.1 *CEO to Keep Register*

The CEO shall keep and maintain the Register in which shall be entered the full name, address, category of membership and the date of entry (or removal) of the name of each Member and whether the Member has been granted voting rights. The Board may determine other membership information be included in the Register.

8.2 *Inspection of Register*

Subject always to the Act and having regard to confidentiality and privacy considerations, an extract of the Register, excluding the contact details of a Member who is an individual, may be available for inspection (but not copying) by Voting Members, upon reasonable request. Any request must be made in good faith and for a proper purpose.

8.3 *Register of Affiliated Associations*

Affiliated Associations shall maintain, in a form acceptable to Netball Vic and with such details as are required by the Board, a register of all members of the Affiliated Association.

8.4 *Use of Register*

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used solely to further the Objects, in such manner as the Board considers appropriate.

9. RESIGNATION OF MEMBERS

9.1 *Notice of Resignation*

Any Member who has paid all monies due and payable to Netball Vic may resign from Netball Vic by giving thirty days' notice in writing to Netball Vic of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member. There will be no refund of membership fees paid.

9.2 *Expiration of Notice Period*

Upon the expiration of a notice given under **Rule 9.1**, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

9.3 *Forfeiture of Rights*

A Member which, or who, ceases to be a Member, for whatever reason, shall forfeit all rights in and claim upon Netball Vic and its property including Intellectual Property.

10. EXPULSION, SUSPENSION OR FINING OF MEMBERS

10.1 *Expulsion in Exceptional Circumstances*

- (a) In addition to the rights of suspension and expulsion under this Constitution, the Board may in its absolute and sole discretion suspend a Member from Netball Vic in exceptional circumstances. The principles of natural justice are expressly excluded from the Rule.
- (b) For the purpose of this **Rule 10.1**, "exceptional circumstances" means circumstances in which, after reasonably enquiry, it is considered that Netball, Netball Vic or any of the Members may suffer serious damage or detriment as a result of the actions or inactions by the Member who is being considered for expulsion under this Rule.
- (c) In reaching a decision to expel a Member in accordance with this **Rule 10.1**, the board must reach a unanimous decision.
- (d) If an expulsion is imposed under this Rule, the CEO shall notify the Member concerned of the expulsion in writing and send a copy of such notification to the Board. Notwithstanding any other Rule in this Constitution, there is no right of appeal of an expulsion made under this **Rule 10.1**.

10.2 *Board Resolution*

Subject to this Constitution, the Board may by resolution:

- (a) expel a Member from Netball Vic; or
- (b) suspend a Member from membership of Netball Vic for a specified period; or
- (c) fine a Member; or
- (d) impose such other penalty, action or educative process as it sees fit;

if the Board considers that the Member has:

- (e) breached, failed, refused or neglected to comply with a provision of this Constitution or the Regulations;
- (f) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of Netball Vic or another Member; or
- (g) brought Netball Vic, themselves or another Member into disrepute.

Such grounds do not constitute a grievance and **Rule 24** does not apply.

10.3 *Notice of Alleged Breach*

Where the Board considers that a Member may have satisfied one or more of the grounds in **Rules 10.2(e), (f) or (g)**, the CEO shall, as soon as practicable, serve on the Member a notice in writing:

- (a) setting out the alleged breach of the Member and the grounds on which it is based;

- (b) stating that the Member may address the Board at a meeting to be held not earlier than fourteen and not later than twenty-eight days after service of the notice;
- (c) stating the date, place and time of that meeting;
- (d) informing the Member that he, she or it may do one or more of the following:
 - (i) attend that meeting; or
 - (ii) give Netball Vic, before the date of that meeting a written statement regarding the alleged breach.

10.4 Determination of Board

At a meeting of the Board held in accordance with **Rule 10.3**, the Board shall:

- (a) give the Member every opportunity to be heard; and
- (b) give due consideration to any written statement submitted by the Member; and
- (c) by resolution determine whether the alleged breach occurred.

10.5 Decisions Binding

Decisions of the Board are binding and final upon the Board and Member. There is no right of appeal from a decision of the Board under **Rule 10.4**.

10.6 Non-application of Rule 10

This **Rule 10** shall not apply to any incident or matter to which Regulations apply and which include a disciplinary procedure including but not limited to the competition regulation or the member protection regulation of Netball Vic. Any disciplinary matter which may be dealt with in accordance with the Regulations (including but not limited to the competition regulation and member protection regulation) shall be dealt with in accordance with the disciplinary procedure set out in the Regulations.

11. ANNUAL GENERAL MEETINGS

11.1 Annual General Meeting to be Held

Netball Vic shall in each calendar year convene and hold an Annual General Meeting of its Members in accordance with the Act and on a date and at a venue determined by the Board.

11.2 Ordinary Business

The ordinary business of the Annual General Meeting shall be to:

- (a) confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- (b) receive from the Board, reports upon the transactions of Netball Vic during the last preceding year;
- (c) receive notification of the election of the Elected Directors;

- (d) declare Life Members (if any);
- (e) receive and consider the financial statements submitted by the Board in accordance with section 100 of the Act.

11.3 Special Business

The Annual General Meeting may transact special business of which notice is given in accordance with this Constitution.

11.4 Additional Meetings

The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

11.5 Entitlement to Vote

The only persons entitled to vote at Annual General Meetings of Netball Vic shall be the Voting Members.

11.6 Other General Meetings

All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with the provisions of this Constitution.

12. SPECIAL GENERAL MEETINGS

12.1 Special General Meetings May be Held

The Board may, whenever it thinks fit convene a Special General Meeting of Netball Vic and, where, but for this Rule more than fifteen months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

12.2 Request for Special General Meetings

- (a) The Board shall on a request in writing of not less than twenty-five per cent of Affiliated Associations convene a Special General Meeting. The Board may also request a Special General Meeting.
- (b) The request for a Special General Meeting shall state the object(s) of the meeting and shall be signed by the Delegates of the Affiliated Associations making the request and be sent to the CEO and may consist of several documents in a like form, each signed by one or more of the Delegates making the requisition.
- (c) If the Board does not cause a Special General Meeting to be held within thirty days after the date on which the request is sent to Netball Vic, the Members making the request, or any of them, may convene a Special General Meeting to be held not later than ninety days after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by Netball Vic to the persons incurring the expenses.

13. NOTICE OF MEETINGS

13.1 *Notice to be Given for General Meetings*

The CEO shall, at least twenty-eight days before the date fixed for holding a General Meeting, send to each Voting Member at their address appearing in the Register, a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting.

13.2 *Business of Meeting*

- (a) No business other than that set out in the notice to in **Rule 13.1 (a)** the meeting shall be transacted at the General Meeting.
- (b) A Member desiring to bring any business before a meeting shall give notice in writing of that business to Netball Vic at least 30 days prior to the date fixed for holding the General Meeting. The CEO will cause that business to be stated in the notice calling the next General Meeting after the receipt from the Member in accordance with this **Rule 13**.
- (c) A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at a subsequent General Meeting for a period of twelve months. The Chairperson shall determine whether a motion is a motion having a similar effect.

14. PROCEEDINGS AT MEETINGS

14.1 *Special Business*

All business that is transacted at a Special General Meeting or the Annual General Meeting, with the exception of that referred to in this Constitution as the ordinary business of the Annual General Meeting, shall be special business.

14.2 *Quorum*

- (a) No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under this Constitution to vote is present during the time when the meeting is considering that item.
- (b) 10% of Voting Members personally present constitute a quorum for the transaction of the business at a General Meeting.
- (c) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:
 - (i) if convened upon the requisition of Members, shall be dissolved; and
 - (ii) in any other case, shall stand adjourned to the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than five) shall be a quorum.

15. CHAIRPERSON AT MEETINGS

15.1 *President to Chairperson*

The President shall chair each General Meeting of Netball Vic.

15.2 *Where President Absent*

If the President is absent from a General Meeting or is unwilling to act, the Directors present shall elect one of their number to preside as Chairperson at the meeting.

16. ADJOURNMENT OF MEETINGS

16.1 *Chairperson May Adjourn Meeting*

The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

16.2 *Further Notice*

- (a) Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- (b) Except as provided in **Rule 16.2(a)**, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. VOTING AT GENERAL MEETINGS

17.1 *Voting Rights*

- (a) In all General Meetings the following Members shall have the right to vote:
 - (i) Affiliated Associations; and
 - (ii) Life Members,

(Voting Members).

- (b) Each Voting Member is entitled to one vote. If a person is a Delegate and the person is also entitled to vote in their own capacity, they shall be entitled to vote as a Delegate and in their own capacity.

17.2 *Voting Procedure*

- (a) Except as otherwise provided in this Constitution, all votes shall be given in person by attendance at a General Meeting.
- (b) A question arising at a General Meeting shall be determined on a show of hands.
- (c) In the case of an equality of votes on a question, the Chairperson of the meeting may exercise a second or casting vote.

- (d) A Voting Member is not entitled to vote at any General Meeting unless all monies due and payable to Netball Vic have been paid, other than the amount of the Annual Subscription payable in respect of the current Financial Year.

17.3 Use of Technology

- (a) A member not physically present a General Meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (b) For the purpose of this Rule, a member participating in a General Meeting as permitted under subrule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

17.4 Proxies

- (a) A Voting Member may appoint another Voting Member as his or her or their proxy to vote and speak on their behalf at a General Meeting other than at a disciplinary appeal meeting.
- (b) The appointment of a proxy must be in writing and signed by the Voting Member making the appointment.
- (c) The Voting Member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the Voting Member in any matter as the proxy sees fit.
- (d) If the Board has approved a form for the appointment of a proxy, the Voting Member may use any other form that clearly identifies the person appointed as the Voting Member's proxy and that has been signed by the Voting Member.
- (e) Notice of a General Meeting given to a Voting Member under Rule 17 must:
 - (i) State that the Voting Member may appoint another Voting Member as a proxy for the meeting and
 - (ii) Include a copy of any form that the board as approved for the appoint of a proxy.
- (f) A form appointing a proxy may be given to the chairperson of the meeting before or at the commencement of the meeting.
- (g) A form appointing a proxy sent by post or electronically is of no effect unless it is received by Netball Vic at least 24 hours before the commencement of the meeting.

17.5 Recording of Determinations

If before, or on, the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, an entry to that effect in the minute book of Netball Vic is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

17.6 Poll at General Meetings

- (a) If at a meeting a poll on any question is demanded by five Voting Members, it shall be taken at the meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (b) A poll that is demanded on a question of an adjournment shall be taken immediately and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

17.7 Postal or electronic Voting

- (a) Postal or electronic voting may be held from time to time in such instances as the Board may determine and shall be held in accordance with procedures prescribed by the Board.
- (b) All such voting shall be conducted under conditions of a secret ballot and shall be scrutinised by an impartial person duly appointed by the Board to conduct the ballot.

17.8 Procedural irregularities

- (a) No decision of Netball Vic, the Board or any Board authorised entity shall be invalid merely because of a failure to give proper notice under this Constitution or the Regulations or because of any other irregularity in procedure required by this Constitution or the Regulations unless a person suffers substantial prejudice as a result of that failure to give proper notice or other irregularity in procedure.
- (b) Netball Vic, the Board or other Board authorised entity may confirm an earlier decision which may have been otherwise invalid because of a failure to give proper notice or other irregularity in procedure and the decision shall be deemed to be valid from the time it was originally made.

18. BOARD

18.1 Powers of Board

- (a) The affairs of Netball Vic shall be governed by the Board constituted under **Rule 18.2**.
- (b) Subject to this Constitution and the Act, the Board:
 - (i) shall govern the business and affairs of Netball Vic;
 - (ii) may exercise all such powers and functions as may be exercised by Netball Vic other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
 - (iii) has power to perform all such acts and things as appear to the Board to be essential for the proper governance of Netball Vic.

18.2 Composition of Board

- (a) The Board shall consist of:

- (i) seven Elected Directors who shall be elected under **Rule 19**; and
- (ii) up to four Appointed Directors who may be appointed by the Elected Directors under **Rule 18.5**.

All Directors must be, or must become, Members of Netball Vic immediately following appointment.

- (b) The position of President shall be appointed by the Board from amongst its number as soon as practicable after each Annual General Meeting. The appointee will hold the position of President until the conclusion of the next Annual General Meeting following their appointment. A Director may be re-appointed as President.
- (c) For the purpose of chairing Board meetings, the Board may in its discretion also appoint the position of Chairperson from amongst its number as soon as practicable after each Annual General Meeting. The appointee will hold the position of Chairperson until the conclusion of the next Annual General Meeting following their appointment. A Director may be re-appointed as Chairperson. For the avoidance of doubt, a Director may be appointed as Chairperson and President. If no Director is appointed as Chairperson under this Rule, the President shall be deemed to be the Chairperson.
- (d) The CEO or COO, upon leaving their position with Netball Vic for any reason, shall not be appointed or as a Director of the board for a least 3 years after the date of their resignation or termination from Netball Vic.

18.3 Term of Elected Directors

- (a) Each Elected Director, shall hold office until the completion of the third Annual General Meeting following the declaration of their election, but is eligible for re-election subject to **Rule 18.3(d)**.
- (b) For each three-year interval, three Elected Directors shall be elected in the first year, two Elected Directors shall be elected in the second year and two Elected Directors shall be elected in the third year.
- (c) Should any adjustment to the term of Elected Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board by the names of those Directors affected being drawn by lot against adjusted terms. Elections to subsequent Boards shall then proceed in accordance with the procedures in this Constitution with approximately one third of the Elected Directors retiring each year.
- (d) An Elected Director who has served three consecutive full terms (nine years) shall be eligible for re-election as a Director at the conclusion of the minimum period of the time between the AGM concluding their final term and the statutory time until the next AGM, in accordance with the Act.
- (e) **Rule 18.3(c)** shall apply to ensure rotational terms of Directors in accordance with this Constitution.

18.4 Casual Vacancy

- (a) In the event of a casual vacancy in the office of any Elected Director, the board may appoint a Member to the vacant office and the person so appointed may continue in

office up to and including the conclusion of the Annual General Meeting following the date of their appointment.

18.5 Appointed Directors

- (a) The Elected Directors may appoint up to four Appointed Directors and may from time to time cancel any such appointment.
- (b) Appointed Directors may have specific skills in commerce, finance, marketing, law or business generally or such other skills, which complement the Board composition, but need not have experience in or exposure to Netball.
- (c) The Appointed Directors may be appointed by the Elected Directors in accordance with this Constitution for a term of up to one year for their first appointment (**First Term**).
- (d) Following an Appointed Director's First Term, the Elected Directors shall determine each subsequent term of each Appointed Director, which term cannot exceed two (2) years following the First Term up to a maximum of nine (9) years.
- (e) If an Appointed Director is reappointed and has served the maximum term of nine (9) years that Director is not eligible for reappointment to the Board until after a period of at least one year (1) has passed since the expiry of the Appointed Director's previous term on the board.
- (f) An appointed Directors First Term shall commence at such time as appointed and will cease six (6) weeks after the conclusion of the first Annual General Meeting following appointment.
- (g) Appointed Directors have the right to vote at any meeting of the Board.
- (h) The Board may continue to act despite any vacancy in its membership.

19. ELECTION OF ELECTED DIRECTORS

19.1 Eligibility of Candidates

- (a) Any person who is or has been:
 - (i) prohibited from acting as a director of a company under the *Corporations Act* or any other relevant legislation; or
 - (ii) convicted of any offence which would make them ineligible to be a director of a company; or
 - (iii) declared bankrupt or has entered into a personal insolvency agreement; or
 - (iv) convicted of a criminal offence;
 is not eligible to be a Director of Netball Vic.
- (b) No employee of Netball Vic can be a Director. Prior to an employee being elected or appointed to the Board, that employee must resign and complete their employment prior to assuming office, and commencing their duties, as a Director.

19.2 Nominations of Candidates

- (a) The returning officer shall call for nominations at least six weeks before the date of the Annual General Meeting. All Voting Members shall be notified of the call for nominations.
- (b) Nominations of candidates for election as Elected Directors, shall be:
 - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination). The nominee must be a Member; and must certify that they meet the requirements of this **Rule 19**; and
 - (ii) delivered to the CEO by the date specified on the call for nominations.
- (c) Subject to the following the ballot will be conducted in such manner and by such means as is determined by the Board from time to time:
 - (i) the ballot will be a secret ballot;
 - (ii) the returning officer shall prepare and send a ballot to Voting Members;
 - (iii) completed ballot papers must be received by the CEO by 5.00pm on the day fixed by the returning officer which must be before the date of the Annual General Meeting;
 - (iv) the order of nominees on the ballot paper shall be determined by lot.
- (d) The returning officer shall count the votes and report the results to the Annual General Meeting.

19.3 Election of Directors

- (a) If the number of candidates **equals or is less than** the number of vacancies:
 - (i) Candidates will only be elected if they receive a majority of votes cast by secret ballot.
 - (ii) Ballot papers are prepared with the names of each candidate with two boxes being YES and NO beside each name.
 - (iii) Voters must mark one of the boxes. The candidate that receives a majority of 'YES' votes is elected.
 - (iv) If the candidate does not receive a majority of votes, then the position is deemed a 'casual vacancy' to be filled in line with the Constitution.
- (b) If the number of candidates **exceeds** the number of vacancies, then voting is conducted by secret ballot using 'preferential voting method' as follows:
 - (i) **one vacancy from 2 candidates**
 - (A) names of the two candidates listed on ballot drawn by lot, voters place a '1' next to the most preferred and a '2' next to their least preferred candidate.
 - (B) If either receives a majority of votes, that candidate is elected.
 - (C) If both candidates receive an equal number of first preference votes the election of the candidate is determined by lot.

(ii) **one vacancy from three or more candidates**

- (A) Names of all candidates are listed on the ballot paper in random order as drawn by lot. Voters must rank each candidate by placing the number '1' next to the most preferred, '2' next to the next preferred etc until all candidates have a number beside their name.
- (B) If a candidate has received a majority of the first preference votes, that person is duly elected.
- (C) If no candidate has received a majority of the first preference votes, then the candidate who received the least first preference votes is eliminated from the election and the votes for that candidate are distributed amongst the remaining candidates according to the second preferences shown.
- (D) If thereafter a candidate has received a majority of votes cast, that candidate is duly elected.
- (E) If no candidate has received a majority of the votes cast, the process continues with the candidate who has received the lowest number of votes being eliminated at each stage and the votes distributed according to the next preference shown until a candidate has received a majority of votes.
- (F) In distributing preferences, votes which would normally be distributed to a candidate who has already been eliminated are distributed to the next preferred candidate who has not been eliminated.
- (G) If at any stage of a count a choice must be made between eliminating two or more candidates each having equal votes at that stage, the candidate who had the lower number of votes at the last preceding stage of the count at which their respective scores were different shall be eliminated.
- (H) Where such candidates have an identical number of votes at each stage of the voting process, the elimination of the candidates shall be determined by lot.

(iii) **two or more vacancies from three or more candidates**

- (A) Names of all candidates are listed on the ballot in random order as drawn by lot.
- (B) Each voter ranks candidates by placing the number '1' next to the most preferred candidate, '2' next to the second preference and so on.
- (C) If a candidate has received a majority of the first preference votes, that person is duly elected.
- (D) If no candidate has received a majority of the first preference votes, elimination of candidates is carried out as described in Rules 19.2A (b) (ii) (E) to 19.2A (b) (ii) (H) above, until one candidate has received

a majority of votes at which point he or she shall become the “first elected candidate”.

- (E) The count is then restarted using all ballot papers including those for candidates eliminated during the previous count. Votes for the first elected candidate are then distributed according to the voters’ next preference shown.
 - (F) If thereafter a candidate has received a majority of the votes cast, that candidate is duly elected at which point he or she shall become the “second elected candidate”. If no candidate has received a majority of the votes cast, elimination of candidates is carried out as described in Rules 19.2A (b) (ii) (E) to 19.2A (b) (ii) (H) above, until one candidate obtains a majority of votes and becomes the “second elected candidate”.
 - (G) The process of restarting the count and redistributing the votes of all elected candidates described in Rules 19.2A (b) (iii) (E) followed by elimination of candidates as described in Rules 19.2A (b) (ii) (E) to 19.2A (b) (ii) (H) above is repeated in order to elect a “third elected candidate”, “fourth elected candidate” and so on.
 - (H) If at any stage during this process the number of remaining candidates is equal to the number of vacancies to be filled, the remaining candidates will be elected subject to Rule 19.2A (a) above.
- (c) Any ballot paper on which a preference is duplicated or missed will be declared an “informal vote” and must be disregarded. Ballot papers must have very clear Instructions setting out how votes are to be cast and implications of votes being declared “informal”.

19.4 Returning Officer

- (a) The Board shall appoint, on such terms and conditions as it sees fit, a person to be returning officer for the election of Elected Directors. The returning officer shall not be a Member or a member of the immediate family of a candidate for election.
- (b) No persons other than the returning officer shall be entitled to see any voting paper and the returning officer shall not disclose to any person the way in which any Voting Member has voted.
- (c) The decision of the returning officer on any matter relating to the elections is final and no appeal shall be made from that decision.

20. VACANCY ON THE BOARD

20.1 Grounds for Termination of Director

For the purposes of this Constitution, the office of a Director becomes vacant if the Director:

- (a) ceases to be a Member;

- (b) becomes a bankrupt or an insolvent under administration within the meaning of the *Corporations Act*;
- (c) resigns their office by notice in writing given to Netball Vic;
- (d) is convicted of a serious criminal offence;
- (e) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (f) is prohibited from being a director of a company under the *Corporations Act*;
- (g) fails to attend three consecutive meetings of the Board or four meetings in total in any calendar year, without having previously obtained leave of absence or provided reasonable excuse for such absence; or
- (h) breaches this Constitution or any other rule or policy of Netball Vic or otherwise brings Netball Vic into disrepute.

20.2 Removal of Director

- (a) Netball Vic in a Special General Meeting may by resolution, remove any Director, before the expiration of their term of office and appoint another Member in their place to hold office until the expiration of the term of the first mentioned Director.
- (b) Where the Director to whom a proposed resolution referred to in **Rule 20.2(a)** makes representations in writing to the CEO or the President and requests that such representations be notified to the Members, the CEO or the President may send a copy of the representations to each Member or, if they are not so sent, the Director may require that they be read out at the meeting, and the representations shall be so read.

21. LEAVE OF ABSENCE

21.1 Grant of Leave of Absence

The Board may grant leave of absence to a Director for a period not exceeding three consecutive board meetings, on the submission of a written application for such leave to the President.

21.2 Discretion as to Leave of Absence

The Board may, in its discretion, grant leave of absence to a Director for such period as it sees fit following consideration of an application submitted in writing to the President, provided:

- (a) if such period is one year or more, that Director is taken to have resigned their position, but in the case of an Elected Director shall be entitled to seek re-election at the Annual General Meeting at which their term of office would otherwise have concluded; and
- (b) in no circumstances shall the leave of absence exceed the remaining term of office of the Director.

22. QUORUM AND PROCEDURE AT BOARD MEETINGS

22.1 *Convening a Board Meeting*

- (a) The Board shall meet as required, but shall meet on at least six occasions in each year.
- (b) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days' written notice of the meeting of the Board shall be given to each Director.
- (c) Written notice of each Board meeting, specifying the general nature of the business to be transacted, shall be served on each Director by:
 - (i) delivering it to that Director personally;
 - (ii) sending it in writing, by facsimile or other means of electronic communication in accordance with the Director's last notified contact details, and no other business shall be transacted at such a meeting.

22.2 *Use of Technology*

- (a) A Director who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Director and the Board members present at the meeting to clearly and simultaneously communicate with each other.
- (b) For the purpose of this Rule, a director participating in a Board meeting as permitted by under sub-rule 22.2 (a) is taken to be present at the meeting and, if the Director votes at the meeting, is taken to have voted in person.

22.3 *Quorum*

- (a) Five Directors shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.
- (c) The Board may act notwithstanding any vacancy.

22.4 *Procedures at Meetings*

- (a) At meetings of the Board:
 - (i) the Chairperson shall chair the meeting;
 - (ii) if the Chairperson is absent or unwilling to act, the Board shall appoint one of its members to chair the meeting.
- (b) Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a Director, by a poll taken in such manner as the person presiding at the meeting may determine.

- (c) Each Director present at a meeting of the Board (including the person presiding at the meeting) is entitled to one vote and if voting is equal on any question, the President may exercise a second or casting vote.
- (d) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Directors, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (e) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Directors may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board and such notice specifies that the Directors are not required to be present in person;
 - (iii) if a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and
 - (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

22.5 Minutes

The CEO shall keep or cause to be kept minutes of the resolutions and proceedings of each General Meeting and Board meeting in a format provided for that purpose, together with a record of the names of persons present at all meetings.

22.6 Directors' Interests

A Director is disqualified by holding any place of profit or position of employment in Netball Vic, or in any company or incorporated association in which Netball Vic is a member, shareholder or otherwise interested or from contracting with Netball Vic either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of Netball Vic in which any Director is in any way interested will be voided for such reason.

22.7 Disclosure of Interests

The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a Director becomes interested in a matter, contract or arrangement after it is made or entered into the declaration of the interest must be made at the first meeting of the Board held after the Director becomes so interested.

22.8 General Disclosure

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **Rule 22.7** as regards such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

22.9 Recording Disclosures

It is the duty of the CEO to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with **Rules 22.7** and **22.8**.

22.10 Conflicts

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot remain in the meeting whilst debate takes place, or vote, in respect of any matter, contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

23. DELEGATED POWERS AND DUTIES

23.1 CEO

- (a) The CEO shall act as secretary of Netball Vic (under the Act) and shall be appointed by the Board, for such term and upon such conditions as the Board thinks fit. The CEO shall not be a Director and subject to any contrary determination by the Board, shall be entitled to attend and participate in debate but not vote at all meetings of the Board.
- (b) The CEO shall be responsible to the Board for the management of the affairs of Netball Vic, and for this purpose may exercise all powers of Netball Vic which are not, under the Act or this Constitution, required to be exercised by the Board or by the Members in General Meeting.

23.2 Committees

- (a) The Board may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committee or committees as it thinks fit and may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- (b) The Board shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.

- (c) A Director or the CEO shall be ex-officio members of any committee so appointed.
- (d) The proceedings for any committee shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board in **Rule 22**.
- (e) Within a reasonable time after any meeting of any committee, the committee shall send a copy of the minutes and any supporting documents to the CEO.

24. GRIEVANCE PROCEDURES

- (a) The grievance procedure set out in this Rule applies to grievances arising under and in respect of this Constitution between a Member and:
 - (i) another Member; or
 - (ii) Netball Vic.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.
- (c) 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 ten days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement:
 - (A) in the case of a dispute between a Member and another Member, a person appointed by the Board; or
 - (B) in the case of a dispute between a Member and Netball Vic, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A Member can be a mediator.
- (f) The mediator cannot be a Member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must:
 - (i) give the parties to the mediation process every opportunity to be heard; and
 - (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.
- (i) The mediator must not determine the dispute.

- (j) 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.
- (k) The costs of any mediation under this **Rule 24** will be shared equally by the parties to mediation.
- (l) A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

25. SOURCES AND MANAGEMENT OF FUNDS

The funds of Netball Vic shall be:

- (a) derived from Annual Subscriptions, donations and such other sources; and
- (b) managed in such manner;

as the Board determines from time to time subject always to this Constitution and the Act.

26. APPLICATION OF INCOME

- (a) The income and property of Netball Vic shall be applied solely towards the promotion of the Objects.
- (b) No portion of the income or property of Netball Vic shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude payment to a Member in good faith for expenses incurred or services rendered.

27. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution in accordance with the Act.

28. DISSOLUTION

- (a) If Netball Vic is wound up, the liability of any Member shall be limited to any outstanding monies due and payable by that Member to Netball Vic, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (b) If upon winding up or dissolution of Netball Vic, there remains, after satisfaction of all its debts and liabilities, any property, the same shall not be paid to or distributed amongst the Members, but shall be given or transferred to some other organisation having purposes similar to the Objects and which prohibits the distribution of its or their income and property among its or their members and which is also not carried on for the profit or gain to its members. Such body or bodies to be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

29. INDEMNITY

- (a) Every Director or employee of Netball Vic shall be indemnified out of the property and assets of Netball Vic against any liability incurred by the Director or employee in

their capacity as Directors or employee in defending any proceedings, whether civil or criminal, in which judgment is given in the Directors or employee's favour or in which the Director or employee is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to the Director or employee by the Court.

- (b) Netball Vic shall indemnify its Directors and employees against all damages and costs (including legal costs) for which any such Directors or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct in the case of:
 - (i) a Director, performed or made whilst acting on behalf of and with the authority, express or implied of Netball Vic; and
 - (ii) an employee, performed or made in the course of, and within the scope of his or her employment by Netball Vic.

30. SERVICE OF NOTICES

- (a) Notices may be given to Members by sending the notice by post or facsimile transmission or by electronic mail, to the Member's address or facsimile number or electronic mail address shown in the Register.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected at the time the letter would have been delivered in the ordinary course of post.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to the correct facsimile number.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

31. CUSTODY OF BOOKS AND OTHER DOCUMENTS

- (a) Except as otherwise provided in this Constitution, the CEO shall keep in his or her custody or control all books, documents and securities of Netball Vic.
- (b) If requested by a Member, the Board must permit such Member to inspect:
 - (i) the rules of Netball Vic; and
 - (ii) the minutes of each General Meeting.
- (c) Upon written request and payment of a fee determined by the Board from time to time, a Member may obtain a copy of the documents listed at **Rule 31(b)**
- (d) Subject to privacy and confidentiality considerations and the Act no Member is entitled to inspect the financial records, accounts, books, securities, minutes of Board meetings or other relevant documents of Netball Vic, unless authorised in writing by the Board.

32. REGULATIONS

- (a) The Board may make Regulations and interpret, alter, amend, interpret or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations shall have the same force and effect as this Constitution, but shall not in any way oppose or be in conflict with this Constitution. Such Regulations shall be available for inspection in Netball Vic premises.
- (b) Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.