

# HAMPSHIRE COUNTY NETBALL ASSOCIATION

## CONSTITUTION

### 1. NAME

The Association shall be called Hampshire County Netball Association (hereinafter called the County) and shall operate under the name Hampshire Netball Association

### 2. VISION

The Hampshire County Netball Association was established in 2007. In our County we are proud of our diverse membership and the variety of netball played with Back to Netball, Netball Now, Local Leagues, Junior and Senior County Leagues as well as Performance Academies for players aged 11 to 16 years.

### 3. OBJECTIVES

- 3.1 To adopt all regulations, policies and procedures formulated by England Netball as applicable to members of England Netball.
- 3.2 To co-ordinate, within the national and regional strategic framework, the implementation and monitoring of the County Plan.
- 3.3 To promote the game of netball and encourage and enable the growth and development of the game within the County, acting as an advocate for the sport.
- 3.4 To organise and deliver county programmes of competitions and events, arrange technical courses and assessments and to generally promote the delivery of netball within the County in a safe, equitable and inclusive manner.
- 3.5 To ensure robust governance procedures and high operational standards are in place at county level to enable the needs of our members to be met.
- 3.6 To raise funds, charge such subscriptions and offer such rights and privileges as may be determined from time to time by the County.
- 3.7 To operate bank account(s)/investments in the name of the County; manage county resources in an effective and efficient manner whilst overseeing the achievement of targeted annual objectives.
- 3.8 To provide leadership, support and guidance to Partners and members of the County.
- 3.9 To promote and uphold the game's core values of teamwork, respect, enjoyment, achievement and fun.
- 3.10 To do all such other lawful things as are considered by the County to further the interests of the County or to be incidental or conducive to the attainment of the above objects or any of them.

### 4. JURISDICTION AND MEMBERSHIP

- 4.1 The County shall comprise the geographical area of the county of Hampshire
- 4.2 Upon payment of the appropriate annual County, Region and/or England Netball membership fee, the members of the County shall be:

#### 4.2.1. Voting Members:

- (i) Clubs whose Primary County is Hampshire
- (ii) Secondary/Middle Schools situated within the County boundaries.
- (iii) Honorary Life Members of the County
- (iv) Universities situated within the County boundaries;
- (v) Colleges situated within the County boundaries;
- (vi) Primary Schools situated within the County boundaries.

#### 4.2.2. Non-Voting Members:

- (i) Any person who plays, coaches, umpires, officiates or organises Netball or is in any way connected with the game of Netball within the County boundaries;

4.3. The County may confer County Honorary Life Membership on any person who has given special or outstanding service to the County.

4.4. This Constitution is the governing document of the County and applies to all members of the County and provides the legal framework for the County, its Technical Support Groups, Working Groups and the Members of the County.

## 5. COUNTY NETBALL ASSOCIATION COMMITTEE

5.1 The County Netball Association Committee (CNA Committee) shall have the power to do all other things necessary to achieve the objects and are responsible for the management of the business of the County.

5.2 The CNA Committee shall comprise of the following voting members:

- Chairperson
- Vice Chairperson
- Honorary Secretary
- Honorary Treasurer
- Affiliation Secretary
- Coaching Secretary
- Officiating Secretary
- Performance Secretary
- Fixture Secretary
- Schools Secretary
- Website & Publicity Administrator
- Disciplinary Secretary
- Safeguarding Officer

5.3 All elected members of the CNA Committee must be Individual Members or registered participants of England Netball, an EN Honorary Life Member or a County Honorary Life Member throughout their term on the CNA Committee.

5.4 All elected persons on the CNA Committee may serve for a term of three years and may offer themselves for re-election at the AGM at the end of that term. Elected persons may serve for a maximum of three consecutive terms of three years.

5.5 Appointed persons shall be appointed by the CNA Committee for a two-year term and may serve for a maximum of four consecutive terms of two years.

5.6 No elected person may serve on the CNA Committee after the ninth consecutive anniversary of their original election as from the [Year] AGM. Where there are no other nominations members may continue on a 3 year term if required. No appointed person may serve on the CNA Committee after the eighth consecutive anniversary of their appointment as from the [Year] AGM. Where there are no other nominations members may continue on a 3 year term if required

5.7 Members of the County shall consider and vote on nominations received against the published role description and role profile via a fair recruitment procedure open to individuals within the County, for up to the specified number of elected persons on the CNA Committee (see clause 5.2).

5.8 The Committee has the right to co-opt officers to fill vacant positions, each serving for one year only. That person can be elected as the next AGM. Such officers will have voting rights.

Each committee member shall have full voting rights. The Hampshire Netball Development Officer shall be a non-elected, non-voting member.

The Committee will seek the views from representatives of Leagues within the county via a duly elected local league committee representative. Such representatives will not have voting rights.

Sub-committees may be set up to help Secretaries with information in various areas of the County. Members of such groups will not be required to attend committee meetings but may be asked to supply information to the committee

5.9 Nomination forms will be circulated to members of the County and completed forms must be returned no later than twenty-eight days before the date of the AGM of the County. Elections will be by a simple majority vote at the AGM.

5.10 A person will no longer be a member of the CNA Committee and the position shall be vacated if she/he:

5.10.1 resigns the post by giving notice to the CNA Committee; or

5.10.2 is absent for more than two consecutive CNA Committee meetings, without justifiable reason being accepted by the other members of the CNA Committee and the CNA Committee resolve that her/his position be vacated; or

5.10.3 is required to resign by a majority vote of all other persons on the CNA Committee

5.11 The CNA Committee shall meet not less than three times a year on dates determined by the CNA Committee members. A quorum shall be 50% voting members of the CNA Committee. The dates, venue and start times of meetings shall be determined by the CNA Committee collectively.

5.12 The Chair is responsible for ensuring CNA Committee members receive accurate, timely and clear information.

5.13 The Chair shall chair all meetings of the CNA Committee. In the absence of the Chair, the Vice Chair will chair meetings

5.14 The CNA Committee, collectively, may invite other people, including representatives of England Netball, to attend and speak at CNA Committee meetings (or a specific part thereof) from time to time and may also invite observers to such meetings for training purposes. Such attendance shall be in a non-voting capacity.

5.15 Subject to the over-riding principle of one person one vote, each voting member present at a meeting of the CNA Committee shall have one vote. A matter will be carried if supported by a simple majority of the CNA Committee voting members present. In the event of equal votes, the Chair shall have a (further) casting vote.

5.16 CNA Committee members must not vote or participate in any discussion on any matter in which they have, or it is possible they may have, a conflict of interest or a conflict of loyalty (either direct or indirect personal interest or any loyalty they owe to another person or another body) which may, or may appear to, influence or affect their decision making.

5.17 Any CNA Committee member absenting themselves from any discussion and/or voting in accordance with clause 5.19 above will not be counted as part of the quorum in any decision of the CNA Committee on the matter under consideration.

5.18 The minutes of meetings of the CNA Committee will be taken by a member of the CNA Committee.

5.18.1 no minutes of meetings or copies of correspondence shall be passed to a third party without the prior permission of the Chair of the CNA Committee.

5.19 The CNA Committee shall establish Technical Support Groups (TSGs) and Working Groups (WGs) to assist and advise the CNA Committee, on such terms of reference and with such powers as the CNA Committee thinks fit, from time to time. The CNA Committee shall determine their membership and Terms of Reference and, annually, designate the Chair of each TSG/WG.

5.20 The CNA Committee may set up such other ad-hoc advisory or task and finish groups as may be deemed necessary and shall determine their membership and Terms of Reference.

5.21 The CNA Committee may from time to time delegate certain areas of responsibility to a person who may or may not be a member of the CNA Committee and/or to TSGs/WGs. The CNA Committee may also appoint authorised intermediaries for the purposes of assisting with bookkeeping and other forms of administration, on such conditions as the CNA Committee may determine, and may at any time remove such appointment.

5.22 Members of the CNA Committee/TSGs/WGs shall act in an honest and ethical manner and shall discharge their duties:

5.22.1 in good faith;

5.22.2 with the care an ordinary prudent person in a like position would exercise under similar circumstances; and

5.22.3 in a manner that they reasonably believe to be in the best interests of the County in keeping with the values of the sport mentioned above.

5.23 Members of the CNA Committee, its TSGs/WGs and any person duly appointed by the CNA Committee to act with its authority shall be reimbursed by the County, in accordance with standard HMRC rates, for reasonable travel, accommodation and other expenses properly incurred by them in carrying out their duties or in attending meetings, events or otherwise in connection with the discharge of their duties as directed by the CNA Committee.

## **6. ROLE AND POWERS OF THE COUNTY NETBALL ASSOCIATION COMMITTEE**

6.1. The CNA Committee has the following authority, powers and principle roles:

6.1.1. make key decisions relating to strategy, policy, finance and business management so that the objectives set out in clause 3 above can be achieved;

6.1.2. propose a levy on the annual County Membership fee for consideration by the members at the AGM;

6.1.3. create an environment conducive to high achievements;

6.1.4. set the County's values and standards, protecting the future of the County and ensuring it operates in a compliant and ethical way;

6.1.5. establish policy and oversee its implementation in a safe, equitable and inclusive manner;

- 6.1.6. be responsible for the management of the affairs and for the success of the County;
- 6.1.7. implement an organised approach to succession planning for the CNA Committee and each TSG/WG so as to ensure an appropriate level of stability and continuity of the County;
- 6.1.8. make, vary and revoke regulations, procedures, codes of behaviour, terms of reference, standing orders and byelaws for the better administration of the County; and
- 6.1.9. adopt those rules, regulations, policies and resolutions of England Netball as applicable to members of England Netball.

6.2.The members of the CNA Committee shall, on a joint and several basis:

- 6.2.1. ensure that the County complies with the terms of any contract with a third party; and
- 6.2.2. indemnify any member of the CNA Committee who enters into a contract under clause 6.2.1 in respect of any reasonable expenses and reasonable costs, losses or liabilities, judgments, fines and amounts paid in settlement, which she/he may reasonably incur or sustain because of entering into such contract.

6.3.The County will provide direction, support and guidance to its recognised and approved county sporting partnerships, to ensure that the overall policies and strategies for the development of the game are communicated consistently and effectively to county partners and that any additional funding opportunities within the County are identified, secured and used in line with county priorities.

6.4.The CNA Committee has the power to make, amend or revoke byelaws and regulations of the County and such byelaws and regulations, and all changes thereto, shall not be effective until the earlier of:

- 6.4.1. the date of approval at a General Meeting of the County; or
- 6.4.2. one month after the passing of an appropriate resolution by the CNA Committee.

6.5 Any action that may be taken by the CNA Committee at a meeting may also be taken by a resolution consented to in writing or email by a simple majority of the CNA Committee members provided that a copy of the resolution is sent to all voting members of the CNA Committee.

6.6 Where a resolution has been circulated to a CNA Committee member pursuant to clause 6.5 above and has not been received back by the CNA Committee secretariat within 21 days of being sent out, that CNA Committee member will be deemed to have approved the resolution.

6.7 Members of the CNA Committee must act in accordance with the powers set out in this constitution and must exercise independent judgement taking reasonable care, skill and diligence, whilst avoiding conflicts of interest and conflicts of loyalty.

## **7. GENERAL MEETINGS OF THE COUNTY**

7.1.The Annual General Meeting (AGM) shall be held before end of May each year. The CNA Committee shall determine the date of the AGM and formal notification will be posted on the County website 42 days in advance of the date of such meeting which will be deemed notification to all members. In addition, at least 42 days in advance of the set date the CNA Committee will advise all voting members listed in clause 4.2.1 above of the date of the meeting.

7.2. All nominations and proposals must be received by the CNA Committee at least 28 days prior to the date of the AGM.

7.3. Formal Notice of the AGM shall be circulated in writing not less than 21 days prior to the date of such a meeting, to each member of the CNA Committee and voting members listed in clause 4.2.1 above. The notice shall give details of the time, date and location of the meeting and shall contain details of any resolutions to be considered, details of nomination for office and the general nature of the business to be transacted.

7.4. Business to be transacted at the AGM shall be:

- (i) To appoint tellers if any special items
- (ii) To approve the minutes of the previous year's AGM
- (iii) To receive the Annual Reports
- (iv) To adopt an independently reviewed Statement of Accounts
- (v) To elect Members of the CNA Committee as appropriate
- (vi) To consider any special items submitted in writing 28 days before the date of the AGM, which has been proposed and seconded by two members of the County entitled to vote at General Meetings
- (vii) To agree the County Membership Fees for each membership category as defined in clause 6.1.2
- (viii) Consider any proposed amendments to this Constitution put forward by the CNA Committee or any voting member of the County (as defined in 4.2.1 above).

7.5. Each voting member as defined in clause 4.2.1 shall be entitled to send one authorised representative to attend, speak and vote at General Meetings of the County.

7.6. Each non-voting member as defined in clause 4.2.2 shall be entitled to attend, or send a representative to attend, General Meetings of the County. They may speak but are not entitled to vote unless they are representing a voting member as defined in clause 7.5.

7.7. CNA Committee Members are entitled to attend and speak but may not vote unless they are representing a voting member as defined in clause 7.5.

7.8. At all General Meetings, if the Chair is not present then the Chair of the meeting shall be the Vice Chair.

7.9. No person attending shall be permitted to more than one individual vote but may cast up to an additional 2 representative votes.

7.10. A quorum of a General Meeting shall be 50% voting members.

7.11. At General Meetings all resolutions shall be passed by simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chair of the meeting shall have a second and/or casting vote.

7.12. A (Special) General Meeting may be requested at any time:

7.12.1. Upon the written request from 5 voting members, stating the purpose for which the meeting is required and setting out in sufficient detail to be able to understand what each resolution is about; or

7.12.2. By order of the CNA Committee.

Such a meeting shall be called by the CNA Committee secretary within 30 days from the order or request being received.

7.13. The minutes of all General Meetings will be taken by a member of the CNA Committee.

## **8. NOTICES**

- 8.1. Any notice, document or information to be given, sent by email.
- 8.2. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person/member entitled to receive such notice shall not invalidate any resolution passed or the proceedings at that meeting.

## **9. ACCOUNTING RECORDS AND CNA COMMITTEE RESPONSIBILITIES**

- 9.1. The CNA Committee shall cause accurate accounting records for the County to be kept that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy, at any time, the financial position of the Association. The financial year ends on 30th April
- 9.2. The CNA Committee are responsible for the preparation of the annual accounts and must not approve them unless they are satisfied they give a true and fair view of the state of affairs of the County and of the surplus or deficit of the Association for that period.
- 9.3. In preparing the annual accounts, the CNA Committee are required to:
  - 9.3.1. select suitable accounting policies and apply them consistently;
  - 9.3.2. make judgments and accounting estimates that are reasonable and prudent; and
  - 9.3.3. prepare the accounts on the going concern basis unless it is inappropriate to presume that the Association will continue in business.
- 9.4. The accounting records shall be kept at such place as is determined by the CNA Committee and must be retained for a minimum period of six years.
- 9.5. The annual accounts shall be scrutinised by an Independent Examiner, appointed by the CNA Committee, who has the requisite ability and experience to carry out a competent financial examination.
- 9.6. The CNA Committee shall determine and be responsible for all financial procedures and regulations
- 9.7. The CNA Committee are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
- 9.8. The County is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of its objects. All funds or other property of the County shall not be paid to or distributed among members of the CNA Committee, with the exception of the dissolution clause below. Payments to individuals, other than petty cash expenses, shall be sanctioned by the CNA Committee and subject to the appropriate employment/contractual legislation.

## **10. INDEMNITY**

- 10.1. Members of the CNA Committee, TSG's and WG's shall be indemnified out of the assets of the County against all reasonable expenses and all reasonable costs, losses or liabilities, judgments, fines and amounts paid in settlement, which they may reasonably incur or sustain in relation to the proper and lawful execution of their duties, or by reason of any task properly performed for and with the authority of the CNA Committee.
- 10.2. The indemnity in clause 10.1 above only applies if the person acted honestly and in good faith and in the best interests of the County. Also, in the case of criminal proceedings, the person must have had no reasonable cause to believe that her/his conduct was unlawful.

## **11. DISPUTE RESOLUTIONS**

- 11.1. If a dispute should arise, every attempt should be made to resolve this issue at a local level. When both parties (the CNA Committee & the complainant) are unable to resolve between themselves then the dispute shall be referred to Sports Resolutions (UK) (a trading name of the Sports Dispute Resolution Panel Ltd – Company No. 03351039) for final and binding arbitration in accordance with the Arbitration Act 1996 and Sports Resolutions (UK)'s Arbitration Rules, which Rules are deemed to be incorporated by this clause.

## **12. DISCIPLINARY POWERS, PROCEDURES AND APPEALS**

- 12.1. The County adopts the England Netball Disciplinary Regulations which shall apply to and bind all members of the County and all persons and entities participating in any way in activities controlled and/or sanctioned by the County. The County shall have the power to discipline such persons and entities who breach those Regulations.
- 12.2. The CNA Committee shall appoint a Disciplinary Secretary who shall:
- 12.2.1. administer the process of any complaints under the terms contained within the England Netball Code of Conduct and Disciplinary Regulations; and
  - 12.2.2. report to the CNA Committee as they consider appropriate and under guidance from England Netball.

## **13. DISSOLUTION**

In the event of winding up or dissolution of CNA, any monies and assets, remaining after the settlement of all debts and liabilities, shall be given or transferred to some other organisation having similar objectives which further develop local Netball in Hampshire

CNA Committee members must not receive any gain from the dissolution.