



**FAIRPARK NETBALL CLUB
INCORPORATED**

(Registration No. A0010577C)

CONSTITUTION

DATE: 26 October 2022

CONSTITUTION
of
FAIRPARK NETBALL ASSOCIATION INCORPORATED
(Registration No. A0010577C)

1. Name

The name of the incorporated association is Fairpark Netball Club Incorporated (“the Association”).

2. Interpretation and Definitions

Definitions

(1) In this Constitution, unless the contrary and explicit intention appears –

“Committee” means the Committee of Management of the Club

“Financial Year” means the year ending on 30 September

“Act” means the Associations Incorporation Reform Act 2012 (Vic).

“General Meeting” means a general meeting of members convened separate to Annual General Meeting

“Member” means a member of the Fairpark Netball Club

“By-Laws” means the rules governing the internal affairs of the Fairpark Netball Club

“Code of Conduct” means the document detailing conduct requirements for all members, parents and/or guardians.

“Job Description” means the criteria set out for all volunteer roles and committee positions

(2) In these Rules, a reference to the secretary of an Association is a reference –

(a) where a person holds office under these Rules as a secretary of the Fairpark Netball Club

(b) in any other case, to the public officer of the Association.

1.1 Model Rules

The model rules under the Act are expressly displaced by this Constitution.

2. REGISTERED ADDRESS

The registered address of the Association shall be as the address determined by the Committee from time to time.

3. Purpose

The purpose of the Fairpark Netball Club is to provide a supportive, protective, and enriching group to teach and develop netball players as well as the opportunity for players to compete in applicable level competitions. As a club, we will strive to provide an environment that is transparent and brings value to each members contributions.

3. REGISTERS

3.1 Secretary to keep Register of Members

The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address, category of membership and date of entry of the name of each Member.

3.2 Inspection of Register

Having regard to confidentiality considerations, an extract of the register, excluding the contact details of a Member who is an individual, shall be available for inspection (but not copying) by Affiliated Clubs and Life Members, upon reasonable request.

4. Application for membership

- (1) Any person who supports the purposes of the Fairpark Netball Club is eligible for membership.
- (2) To apply to become a member of the Fairpark Netball Club, a person must submit a written application (the Fairpark Netball Club Registration Form (Appendix 01)) to a committee member stating that the person -
 - (a) wishes to become a member of the Fairpark Netball Club; and
 - (b) supports the purposes of the Fairpark Netball Club; and
 - (c) agrees to comply with this Constitution and the Associations By-Laws.
- (3) The application –
 - (a) must be signed by the applicant, parent/guardian; and
 - (b) may be accompanied by the joining and/or registration fee.

5. Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision, only if the application is rejected, as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for rejection of an application.
- (5) If an applicant does not receive written notice of rejection, the application is deemed to have been successful.

6. New Membership

- (1) If an application for membership is approved by the Committee –
 - (a) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of Fairpark Netball Club and is entitled to exercise his or her rights of membership from the date, whichever is the later, on which –
 - (a) the Committee approved the person's membership; or
 - (b) the person pays the joining fee.

7. Annual Subscription and Joining Fees

- (1) The annual subscription (registration fees) and entrance fee will be decided upon each year at the first meeting after the Annual General Meeting and payable in advance. The date will be determined at the same meeting.
- (2) The Fairpark Netball Club may determine that a lower annual subscription is payable by associate members.
- (3) The Fairpark Netball Club may determine that any new member who joins after the start of a Financial Year must, for that financial year, pay a fee equal to –
 - (a) The full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined by the Fairpark Netball Club
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid. Unless a payment arrangement has been endorsed by Executive Committee and regular payments are made.

8. General Rights of Members

- (1) a member of the Fairpark Netball Club who is entitled to vote has the right –
 - (a) to receive notice of general meetings and or proposed special resolutions in the manner and time prescribed by this Constitution; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Fairpark Netball Club as provided under rule 34; and
 - (f) to inspect an extract of the register of members.

(2) a member is entitled to vote if –

- (a) the member is a member other than an associate member; and
- (b) more than 10 business days have passed since he or she became a member of the Fairpark Netball Club; and
- (c) the member's membership rights are not suspended for any reason
- (d) the member is a Life Member or a Financial Committee Member of Fairpark Netball Club

9. Associate Members

(1) Associate Members of the Fairpark Netball Club include –

- (a) any members under the age of 18 years; and
- (b) any other category of member as determined by special resolution at a general meeting.

(3) An Associate Member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

10. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

11. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion, or death.
- (2) If a person ceases to be a member of the Fairpark Netball Club, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

12. Resigning as a member

(1) A member may resign by notice in writing given to the Fairpark Netball Club.

(2) A member is taken to have resigned if –

- (a) The member's annual subscription is more than 12 months in arrears; or
- (b) where no annual subscription is payable –
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

13. Grounds for taking disciplinary action

The Fairpark Netball Club may take disciplinary action against a member in accordance with this Division if it is determined that the member –

- (a) has failed to comply with these Rules, including but not limited to the Code of Conduct; or
- (b) refuses to support the purposes of the Fairpark Netball Club; or
- (c) has engaged in conduct prejudicial to the Fairpark Netball Club.

14. Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must direct the Grievance Officer to appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee –
 - (a) may be Committee Members, Life Members, Voting Financial Members of the Fairpark Netball Club; but
 - (b) must not be biased against, or in favour of, the member concerned.

15. Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member –
 - (a) stating that the Fairpark Netball Club proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place, and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action and
 - (d) advising the member that he or she may do one or both of the following –
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 17.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

16. Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must –
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may –
 - (a) take no further action against the member; or
 - (b) subject to subrule (3) –
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Fairpark Netball Club
- (3) The disciplinary subcommittee may recoup any costs incurred.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

17. Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Fairpark Netball Club under rule 16 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given –
 - (a) to the Grievance Officer and the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Grievance Officer or the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Fairpark Netball Club disciplinary board who are entitled to vote as soon as practicable and must –
 - (a) specify the date, time, and place of the meeting and
 - (b) state –
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

18. Conduct of the disciplinary appeal meeting

- (1) At a disciplinary appeal meeting –
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarter of the members voting at the meeting vote in favour of the decision.

19. Grievance Procedure Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between-
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Fairpark Netball Club.
 - (d) a spectator
- (2) 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.

20. Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

21. Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 20, the parties must within 10 days –
 - (a) notify the Grievance Officer (or defer to Executive Committee) of the dispute; and
 - (b) agree to mediation; and
 - (c) attempt in good faith to settle the dispute by mediation.

- (2) A mediator appointed by the Committee may be a member or former member of the Fairpark Netball Club but in any case, must not be a person who –
- (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party; or
 - (c) if the Grievance Officer is considered to be biased in the case, a special appointed mediator will be made by the Executive Committee.

22. Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must –
- (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

23. Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act, disciplinary process or otherwise at law.

24. Who is eligible to be a Committee Member

A member is eligible to be elected or appointed as a committee member if the member –

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

25. Positions to be declared vacant

- (1) This rule applies to –
- (a) the first annual general meeting of the Fairpark Netball Club after its incorporation; or
 - (b) any subsequent annual general meeting of the Fairpark Netball Club, after the annual report and financial statements of the Fairpark Netball Club have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 26-30.

26. Nominations

- (1) All nominations must be made in writing by the applicant and supported by two other financial members.
- (2) All nominations must be received at least 10 days prior to the Annual General Meeting; All members advised of nominees seven days prior to the Annual General meeting as listed on the agenda.

- (3) Prior to the election of position, the Chairperson of the meeting must call for nominations to fill that position.
- (4) An eligible member of the Fairpark Netball Club may –
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (5) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

27. Election of President etc.

- (1) At the annual general meeting, separate elections must be held for each of the following positions –
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 29.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

28. General Duties of Committee Members

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Constitution and By-Laws and the Act.
- (2) The Committee is collectively responsible for ensuring that the Fairpark Netball Club complies with the Act and that individual members of the Committee comply with these Constitution.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence
- (4) Committee members must exercise their powers and discharge their duties
 - (i) in good faith in the best interests of the Fairpark Netball Club; and
 - (ii) for a proper purpose
- (5) Committee members and former committee members must not make improper use of –
 - (i) their position; or
 - (ii) information acquired by virtue of holding their position-

so as to gain an advantage for themselves or any other person or to cause detriment to the Fairpark Netball Club.

- (6) In addition to any duties imposed by these Constitution, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

29. President and Vice-President

- (1) Subject to subrule (2), the President, or, in the Presidents absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be –
 - (a) in the case of a general meeting – a member elected by the other members present; or
 - (b) in the case of a committee meeting – a committee member elected by the other committee members present
- (3) President and Vice-President must also meet all criteria set out in the President Job Description and Vice-President Job Description (Appendices 02 & 03).

30. Secretary

- (1) The Secretary must perform any duty or function required under the act to be performed by the secretary of an incorporated association.
- (2) The Secretary must –
 - (a) oversee the register of members in accordance with rule 6; and
 - (b) keep custody of all books, documents, and securities of the Fairpark Netball Club except for the financial records referred to in rules 44 & 45.
 - (c) subject to the Act and these Rule, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) Secretary must also meet all criteria set out in the Secretary Job Description (Appendix 04)

31. Treasurer

- (1) The treasurer must –
 - (a) receive all moneys paid to or received by the Fairpark Netball Club and issue receipts for those moneys in the name of the Fairpark Netball Club; and
 - (b) ensure that all moneys received are paid into the account of the Fairpark Netball Club within 10 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Fairpark Netball Club from the Fairpark Netball Clubs funds; and

The Treasurer must-

- (a) ensure that the financial records of the Fairpark Netball Club are kept in accordance with the Act; and
 - (b) co-ordinate the preparation of the financial statements of the Fairpark Netball Club and their certification by the Committee prior to their submission to the annual general meeting of the Fairpark Netball Club.
- (4) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Fairpark Netball Club.
 - (5) Treasurer and Assistant Treasurer must also meet all criteria set out in the Treasurer Job Description and Assistant Treasurer Job Description (Appendices 05 & 06)

28. Election of ordinary members

- (1) A single election may be held to fill all of those positions.
- (2) The number of ordinary members is limited to eight (8).
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 29.

29. Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to –
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position –
 - (a) the vote must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the vote must not write the names of more candidates than the number to be elected.

- (8) Ballot papers that do not comply with subrule (7) (b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must –
 - (a) conduct a further election for the position in accordance with the subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

30. Term of office

- (1) Subject to subrule (3) and rule 31, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Fairpark Netball Club may –
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Fairpark Netball Club to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the voting members of the Fairpark Netball Club.
- (5) The Secretary or the President may give a copy of the representations to each member of the Fairpark Netball Club or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

31. Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she –
 - (a) ceases to be a member of the Fairpark Netball Club; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence as determined and provided by Executive Committee.

32. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Fairpark Netball Club to fill a position on the Committee that –
 - (a) has become vacant under rule 31; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 30 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

33. Job Descriptions

- (1) All volunteer roles within the Fairpark Netball Club are detailed in the Job Description Documents (Appendices 7 through 15).
- (2) All applicants must read and consider the criteria within this document for the jobs they wish to apply for.
- (3) Successful applicants must comply with the requirements set out for the full term of their position.

34. Custody and inspection of books and records

- (1) Members may on request inspect free of charge –
 - (a) an extract of the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities, and any other relevant document of the Fairpark Netball Club, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Fairpark Netball Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Fairpark Netball Club.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) All relevant records including financial records are kept in the custody of the Treasurer and Secretary. Hard copies are kept and maintained at the official address of Fairpark Netball Club.

34. Minute Keeping

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include –
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 28; and
 - (c) the financial statements submitted to the members in accordance with rule 45; and
 - (d) the certificate signed by two committee members (excluding the Treasurer) certifying that the financial statements give a true and fair view of the financial position and performance of the Fairpark Netball Club; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- (4) Access to all minutes kept, are dependent on permission from the Executive Committee and requests shall be submitted in writing to the Secretary.

35. Annual General Meetings

- (1) The Committee must convene an annual general meeting of the Fairpark Netball Club to be held within 5 months after the end of each financial year.
- (2) The Financial Year end for Fairpark Netball Club is the 30th of September each year.
- (3) Despite subrule (1), the Fairpark Netball Club may hold its first annual general meeting at any time within 18 months after its incorporation.
- (4) The Committee may determine the date, time, and place of the annual general meeting.
- (5) The ordinary business of the annual general meeting is as follows-
 - (a) to confirm the minutes of the previous annual general meeting
 - (b) to receive and consider-
 - (i) the annual report of the Committee on the activities of the Fairpark Netball Club during the preceding financial year; and
 - (ii) the financial statements of the Fairpark Netball Club for the preceding financial year submitted by the Committee.
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.

- (6) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Constitution.

36. Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time, and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Fairpark Netball Club, at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

37. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time, and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

38. Urgent Meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 37 provided that as much notice as practicable is given to each committee member by the quickest means possible.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

39. Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

40. Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member, and the committee members present at the meeting to clearly and simultaneously communicate with each other.

- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

41. Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 40) of a majority of the committee members holding office – minimum of five (5) committee members including two (2) executive committee members.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting –
 - (a) In the case of a special meeting – the meeting lapses.
 - (b) In any other case – the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date, and place to which the meeting is adjourned must be given in accordance with rule 37.

42. Source of Funds

The funds of the Fairpark Netball Club may be derived from registration fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the Committee.

43. Management of Funds

- (1) The Fairpark Netball Club must open an account with a financial institution from which all expenditure of the Fairpark Netball Club is made and into which all of the Fairpark Netball Club's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Fairpark Netball Club, the Committee may approve expenditure on behalf of the Fairpark Netball Club.
- (3) The Committee may authorise the Treasurer to expend the funds on behalf of the Fairpark Netball Club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All funds of the Fairpark Netball Club must be deposited into the financial account of the Fairpark Netball Club no later than 10 working days after receipt.
- (5) With the approval of the Committee, the Treasurer and/or Assistant Treasurer may maintain a cash float provided all money paid from or paid into the float is accurately recorded at the time of the transaction.

44. Financial records

- (1) The Fairpark Netball Club must keep financial records that –
 - (a) correctly record and explain its transactions, financial position, and performance; and
 - (b) enable financial statements to be prepared as required.
- (2) The Fairpark Netball Club must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control –
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

45. Financial Statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Fairpark Netball Club are met.
- (2) Without limiting subrule (1), those requirements include –
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Fairpark Netball Club.

46. Utilisation of By-Laws

- (1) The By-Laws of the Fairpark Netball Club are to be utilised and adhered to for the internal operations of the Association. (Appendix 16)
- (2) The By-Laws are to be provided to any new members and returning members at any stage during their membership.
- (3) By-Laws are able to be altered by Executive Committee as it sees fit.

47. Alteration of Rules

- (1) This Constitution may only be altered by special resolution of a general meeting of the Fairpark Netball Club.
- (2) By-Laws and Code of Conduct requirements may be altered by a meeting of the Committee. (Appendices 16 & 17)