



HERTFORDSHIRE COUNTY NETBALL ASSOCIATION

CONSTITUTION (Approved at AGM 10.6.15)

1. TITLE

The Association shall be called the Hertfordshire County Netball Association ("HCNA"); this formal name shall appear on all official correspondence.

MISSION STATEMENT

HCNA aims to promote safe and equal opportunities for people to take part in Netball at a level appropriate to their needs and aspirations and to promote their performance and development. HCNA aims to achieve this by taking positive action to develop Netball as a sport in Hertfordshire by continuing to promote and develop productive partnerships with appropriate sporting and outside agencies.

2. OBJECTIVES

- To deliver the Mission set out above.
- To apply the principles of equality of opportunity, diversity and inclusivity for Netball participation (including Netball volunteers)
- To plan and encourage the growth of Netball at all levels within Hertfordshire as agreed and shown in the Hertfordshire County Plan.
- To organise such events as required under the Hertfordshire County Plan.
- To carry out the administrative plans made and the policies formulated by England Netball and Netball East.
- To adopt the rules and regulations of the game of Netball as lay down by England Netball including safeguarding.
- To keep a watching brief on Netball Facilities within HCNA.
- To employ the funds of HCNA as shall be deemed to be in the best interest of its Members and the game of Netball.
- To serve as a forum to co-ordinate activities within Hertfordshire and to organise competitions, technical courses, tests and assessments for all members at all levels.

- To work in partnership with Hertfordshire County Sports Partnership and liaise with other organisations to ensure full involvement in providing facilities and participation for members.
- HCNA shall have the power to engage in any activities incidental thereto.

3. JURISDICTION & MEMBERSHIP

- 3.1 HCNA shall comprise the geographic area of Hertfordshire County. HCNA shall be affiliated to the All England Netball Association (“England Netball”) and to the East Region Netball Association (“Netball East”).
- 3.2 The membership shall consist of:
- i) All Netball Clubs and Young Persons Groups who are England Netball affiliated and first claim to Hertfordshire.
 - ii) All England Netball affiliated educational institutions, eg Schools, Colleges, University, situated within Hertfordshire.
 - iii) All individuals who are independently affiliated to England Netball including HCNA Life Members.
- 3.3 Each Member shall pay an Annual Fee to the County which includes both the subscription towards the expenses of the County plus the appropriate fees to Netball East and England Netball.
- 3.4 Membership annual subscription shall be due on 1st September and must be paid by 1st October that year. They shall be valid between 1st September and 31st August the following year.
- 3.5 The HCNA Committee is empowered to recommend any alterations in total membership fees, either arising from any resolution at the Annual General Meeting of Netball East, the Annual General Meeting of England Netball or based on the County expenses.
- 3.6 The scale and rate of the total fees shall be proposed by the HCNA Treasurer and approved at the Annual General Meeting.
- 3.7 All Members shall be bound by this Constitution and any other rulings of the HCNA Committee and by the current rules of the game of Netball.

4. GOVERNANCE

- 4.1 HCNA shall be governed by the HCNA Committee. The HCNA Committee shall conduct all business and decide on all matters on behalf of HCNA, taking advice and guidance from the Technical Support Groups and other specialists as appropriate.
- 4.2 HCNA adopts those rules, regulations, policies and resolutions of England Netball as applicable to Members of HCNA.

5. HCNA COMMITTEE

- 5.1 The HCNA Committee is a group of individuals who, collectively, shall govern and deliver the objectives on behalf of the HCNA Membership.
- 5.2 The composition of the HCNA Committee shall be the following:-
- a) Chair who shall be an Elected Member;
 - b) Vice Chair who shall be an Elected Member;
 - c) Treasurer who shall be an Elected Member;
 - d) Secretary who shall be an Elected Member;
 - e) Elected Members to serve as Chairs of the Technical Support Groups (eg coaching, officiating, performance, young people and competition, youth);
 - f) Communications and Marketing Officer who shall be appointed by the HCNA Committee;
 - g) Equity and Safeguarding Officer who shall be appointed by the HCNA Committee;
 - h) County Netball Development Officer (appointed by the employer);
 - i) President and HCNA Life Members are Honorary Members.

All HCNA Committee members must hold a current affiliation to England Netball and HCNA.

- 5.3 The HCNA Committee shall meet at least three times each year and the quorum shall be 4 voting members. The President, HCNA Life Members and the County Netball Development Officer may attend and speak at HCNA Committee meetings and can give advice and support but they may not vote on any matter.

- 5.4 No employee of England Netball may hold any voting position on the HCNA Committee (apart from those employed under zero hour contracts).
- 5.5 All the Elected Members shall serve until the end of the Annual General Meeting immediately following the third anniversary of their appointment. At the end of their term of office any Elected Member is entitled to stand for re-election to the same position.
- 5.6 The HCNA Committee may fill any vacancy that may occur during the year. If this involves filling an elected position then that person must offer themselves for election at the next Annual General Meeting following their initial appointment. Members of the HCNA Committee filling a vacancy have the same rights and responsibilities as all members of the HCNA Committee.
- 5.7 The HCNA Committee shall have the power to co-opt not more than three members with the power to vote. Members appointed by the HCNA Committee will serve for a period of one year. At the end of that period, they must relinquish their appointment but may be re-appointed at the discretion of the HCNA Committee.
- 5.8 The HCNA Committee shall have the power to confer HCNA Life Membership upon any person who has rendered special services to the County with such rights and privileges as the HCNA Committee may from time to time determine.
- 5.9 The HCNA Committee shall submit performance reports to England Netball and Netball East as requested for reporting and monitoring purposes.
- 5.10 The HCNA Committee shall have the power to invite any person having specialised knowledge to attend any meeting of the HCNA Committee in an advisory capacity and without the power to vote.
- 5.11 The HCNA Committee shall set up Technical Support Groups as and when necessary with appropriate terms of reference agreed by the HCNA Committee.
- 5.12 HCNA Committee members must act in accordance with the powers set out in this constitution and must exercise independent judgement taking reasonable care, skill and diligence when doing so.
- 5.13 HCNA Committee members must avoid conflicts of interest, not accept benefits from third parties and declare any actual or perceived interests to the other HCNA Committee members as soon as they arise. HCNA

Committee members will be required to complete a conflict of interest declaration on a regular basis. The HCNA Committee will record and file this information.

- 5.14 At HCNA Committee meetings each voting member present shall have one vote. In the event of a tie of votes, the Chair shall have a second and casting vote.
- 5.15 At all HCNA Committee Meetings, in the absence of the Chair, the Vice Chair shall act as Chair or, if neither is present, the Chair of the meeting shall be elected from those present.
- 5.16 Any person seeking election to the HCNA Committee must be nominated by two members of HCNA entitled to vote at a General Meeting, must confirm in writing their willingness to stand for office, and must provide details of their relevant experience and suitability of the role. All nominations must be received at least 14 days prior to the date of the General Meeting at which the Election is due to take place.
- 5.17 All vacant positions and those up for re-election will be openly advertised, details sent direct to voting members at least 30 days prior to the AGM.
- 5.18 A post on the HCNA Committee may be vacated if the officeholder:-
- a) gives 28 days' notice in writing of their resignation from the post;
 - b) is absent for 3 consecutive meetings without justifiable reason; or
 - c) is requested to resign by a majority vote of the HCNA Committee.

6. INDEMNITY

All HCNA Committee members and members of Technical Support Groups shall be indemnified through their affiliation to England Netball against all costs, losses or liabilities which they may incur or sustain in relation to the execution of their HCNA duties or their HCNA office or by reason of any duty performed for or with the authority of the HCNA Committee.

In addition, every member of the HCNA Committee and members of the Technical Support Groups shall be indemnified by the County to the full extent of the County's resources and it shall be the duty of the County, wherever funds permit to pay all costs, losses and expenses which any such person may properly incur or for which

they may become liable by reason of contract entered into or act or things done by them in good faith in the discharge of their HCNA duties.

7. PROPERTY/ASSETS

The County may purchase or by any other means acquire and take options, and any rights or privileges of any kind over or in respect of any property and other assets, and if it does so:

- a) Any property of the County, other than cash at the bank, must be vested in not more than 3 members of the HCNA Committee. These members of the HCNA Committee must deal with the property/asset as directed by resolution of the HCNA Committee and entry in the minutes shall be conclusive evidence of such a resolution.
- b) The property/asset will remain vested in 3 or less members of the HCNA Committee until the individuals are no longer members of the HCNA Committee, at which point the transfer will be endorsed by resolution of the HCNA Committee and the individual will be responsible for transferring title.

8. POWERS OF THE HCNA COMMITTEE

- 8.1 The HCNA Committee may delegate its delivery and technical support responsibilities to groups or individuals as it may deem necessary and shall determine their membership and terms of reference. The HCNA Committee cannot delegate its delivery to England Netball employees acting under their contract of employment.
- 8.2 The HCNA Committee may, at the request of England Netball or Netball East, nominate appropriate person(s) to serve on any national or regional standing, working or technical committee established by England Netball or Netball East.
- 8.3 The HCNA Committee shall have the power to raise funds by a levy on members as it sees fit but the amount of such levy shall be subject to the agreement of the membership in General Meeting. The levy may be collected by other organisations including England Netball.
- 8.4 The HCNA Committee also have the power to raise funds from other means including but not exclusively, grants and sponsorship.

- 8.5 The HCNA Committee will agree an annual budget in line with the HCNA Committee aims, objectives and County Plan and spend funds as detailed in the annual budget.
- 8.6 Appoint a representative to attend and vote at England Netball's AGM Netball East AGM and other meetings.

9. GENERAL MEETING

- 9.1 The Annual General Meeting (AGM) shall be held before 31st July each year. The HCNA Committee shall determine the date of the AGM in advance and must advise all HCNA Affiliated Members not less than 30 days in advance of the set date.
- 9.2 All nominations (with the consent of the nominee) and proposals must be received by the HCNA Committee not less than 14 days prior to the date of the Annual General Meeting.
- 9.3 The Agenda for the AGM together with all proposals shall be circulated in writing not less than 7 days prior to the date of such a meeting to each HCNA Affiliated Member.
- 9.4 Only HCNA Affiliated Members, HCNA President, Hertfordshire Life Members and guests invited by the HCNA Committee are entitled to attend General Meetings. HCNA President, Hertfordshire Life Members and invited guests are not entitled to speak to a resolution or vote unless they are an HCNA Affiliated Member.
- 9.5 At all General Meetings, if the Chair is not present then the Chair of the meeting shall be the Vice Chair or a current HCNA Committee member elected from those present at the meeting.
- 9.6 Business to be transacted at the Annual General Meeting shall be;
- i To receive annual reports
 - ii To adopt an audited Statement of Accounts
 - iii To elect Members of the HCNA Committee as appropriate
 - iv To appoint an Auditor

- v To consider any proposed resolution submitted in writing 14 days before the date of the General Meeting, which has been proposed and seconded by the HCNA Committee or two Affiliated Members of HCNA entitled to vote at General Meetings
 - vi To agree the Affiliation Fees for each membership category as defined in Clause 3.2
- 9.7 One representative from each affiliated Netball Club or Educational Institution, independently Affiliated Members and HCNA Elected Members shall be entitled to one vote each.
- 9.8 Each affiliated Netball Club and Educational Institution may appoint a representative from their local league or institution to speak and vote on their behalf as their nominated proxy. Proxy votes must be authorised in writing.
- 9.9 No person attending shall be permitted to more than one vote each (excluding nominated proxy votes).
- 9.10 The Chair shall convene an Extraordinary General Meeting at any time, within 60 days from receipt of the following, including 30 days' notice of date of meeting and Agenda:
- i An order of the HCNA Committee; or
 - ii A written request of any two Hertfordshire League Committees, four Hertfordshire Affiliated Netball Clubs or two Affiliated Educational Institutions, stating the purpose for which a meeting is required and setting out any resolution which it is desired to propose.
- 9.11 A quorum of a General Meeting shall be seven voting members including proxy votes.
- 9.12 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.
- 9.13 The minutes of all general meetings will be taken by a member of the HCNA Committee.

10. FINANCIAL MATTERS

- 10.1 The financial year shall end on 31st March.
- 10.2 The accounts will be annually reviewed by an independent, competent person whose report will be made available to the voting members at the AGM.
- 10.3 HCNA is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of its objectives. All funds or other property of HCNA shall not be paid to or distributed among members of the HCNA Committee, with the exception of the dissolution clause below. Payments to individuals, other than petty cash expenses, shall be sanctioned by the HCNA Committee and subject to the appropriate employment/contractual legislation.
- 10.4 Members of the HCNA Committee and any sub-group of the HCNA Committee or any person duly appointed by the HCNA Committee to act with its authority shall be paid their expenses necessarily incurred through their role.

11 Representative Teams

- 11.1 Any group of players, playing as a team representing HCNA shall be affiliated through a club or educational institution within Hertfordshire.
- 11.2 The affairs of any representative team shall be overseen by an appropriate HCNA Committee Member on behalf of the HCNA Committee with any financial decisions taken by the HCNA Committee.
- 11.3 The colours of Hertfordshire shall be royal blue and gold.

12 DISCIPLINARY POWERS, PROCEDURES AND APPEALS

- 12.1 The County shall deal with any disciplinary matters in accordance with the England Netball Disciplinary Procedures. The current version is located on the England Netball website www.EnglandNetball.co.uk
- 12.2 The County shall be an Appropriate Authority under the England Netball Disciplinary Procedures Manual. For the purposes of the Disciplinary Procedures the HCNA Secretary shall be the Disciplinary Secretary.

- 12.3 Members of any Investigation Committee convened under these procedures shall be drawn from members of the HCNA Committee and Hertfordshire League Chairs and chaired by the HCNA Chair, Vice Chair or Treasurer.
- 12.4 Members of any Appeal Committee convened under these procedures shall be drawn from members of the HCNA Committee and Hertfordshire League Chairs and chaired by the HCNA Chair, Vice Chair or Treasurer.

13 AMENDMENTS TO THE CONSTITUTION

13.1 Proposals to alter the Constitution shall be submitted in writing not later than 14 days before the Annual General Meeting by –

- i the HCNA Committee; OR
- ii Two members of HCNA entitled to vote in General Meetings.

14 DISSOLUTION

In the event of the dissolution where there are funds remaining after satisfying all the debts and liabilities, the HCNA Committee can nominate to distribute the funds to:

- a. Any organisation within Hertfordshire with similar objectives to those of HCNA
- b. England Netball for the benefit of Netball East in line with the objectives detailed within the HCNA constitution
- c. Affiliated members (for the avoidance of doubt this could either be all the affiliated members or a sub-category of the membership eg clubs).

HCNA Committee members must not receive any gain as a result of the dissolution.

15 MISCELLANEOUS

All members of the County should ensure that the County complies with all relevant and applicable laws and regulations in England.

Approved *June 2015*

Signed HCNA Chair

Dr Janice Cook.....

Signed HCNA Committee Member Miss Christine Beasley.....