



New Zealand Men's and Mixed Netball Association Incorporated

CONSTITUTION

As at 23 August 2022

RULES OF THE NEW ZEALAND MEN’S AND MIXED NETBALL ASSOCIATION	4
INTERPRETATION	4
CONSTITUTION.....	4
REPEAL AND SAVING	5
OBJECTIVES OF THE ASSOCIATION	5
POWERS OF THE ASSOCIATION.....	5
TE TIRITI O WAITANGI	6
MEMBERSHIP	6
MEMBERSHIP FEES	7
DURATION AND CESSATION OF MEMBERSHIP	7
RIGHTS AND OBLIGATIONS OF MEMBERSHIP.....	7
GENERAL MEETINGS.....	8
ANNUAL GENERAL MEETINGS.....	8
SPECIAL GENERAL MEETINGS.....	8
ANNUAL REPORT AND BALANCE SHEET	9
FINANCIAL YEAR AND AUDITORS.....	9
THE BOARD	9
BOARD MEETINGS.....	10
NOTICE OF BOARD MEETINGS	10
EMERGENCY BOARD MEETINGS.....	11
BOARD POWERS.....	11
BOARD MEMBERS RIGHTS AND DUTIES	12
BOARD MEMBERS ELECTION AND APPOINTMENT	12
BOARD MEMBERS VACANCIES.....	13
OTHER COMMITTEES.....	13
MINUTES AND RECORDS	13
COLOURS	14
FIRST SCHEDULE – STANDING ORDERS.....	15
STANDING ORDERS.....	15
GENERAL CONDUCT OF BUSINESS	15
MOTIONS	16
AMENDMENTS	17
VOTING	17
DEBATE	18
FORMAL PROCEDURAL MOTIONS	19
MOTION TO FORESHADOW	20
MOTION TO ADJOURN.....	20
MOTION FOR NEXT BUSINESS	20
MOTION FOR COMMITTEE OF THE WHOLE	21
MOTION FOR CLOSURE.....	21
MOTION TO HEAR MEMBER.....	21
MOTION TO GRANT LEAVE	22
MOTION TO DISAGREE WITH RULING	22
MOTION OF NO CONFIDENCE IN CHAIRPERSON	22

MOTION TO TABLE	23
MOTION TO EXCLUDE STRANGERS	23
COMMITTEES.....	23
BREACHES OF ORDER	24
ORDER OF BUSINESS	24
POINT OF PERSONAL EXPLANATION.....	25
POINT OF INFORMATION	25
QUESTIONS	25
SECOND SCHEDULE – ELECTIONS	26
ELECTION RULES	26
PART II TERM	27
PART IV GENERAL MEETING APPOINTMENT.....	27

RULES OF THE NEW ZEALAND MEN'S AND MIXED NETBALL ASSOCIATION

1. The name of the Association shall be "The New Zealand Men's and Mixed Netball Association (Incorporated)".

INTERPRETATION

2. In these Rules unless inconsistent with the context:
 - "Act" shall mean "The relevant Act as referred to in the clause"
 - "Annual General Meeting" shall mean "Annual General Meeting called in accordance with these Rules"
 - "Association" shall mean "The New Zealand Men's and Mixed Netball Association (NZMMNA)"
 - "Board" shall mean "The Board of NZMMNA"
 - "Board member" shall mean "A member of the Board of NZMMNA"
 - "Constitution" shall mean "The Constitution of NZMMNA"
 - "Calendar Year" shall mean "The Calendar Year of NZMMNA"
 - "Individual Member" shall mean "An individual member of the Association"
 - "Life Member" shall mean "A Life Member as defined by these Rules"
 - "Member Association" shall mean "A Member Association that is a current financial member"
 - "Membership Fees" shall mean "Those Membership Fees payable by Member Associations"
 - "President" shall mean "The President of NZMMNA"
 - "Rules" shall mean "The Rules of the New Zealand Men's and Mixed Netball Association"
 - "Secretary" shall mean "The Secretary of NZMMNA"
 - "Special General Meeting" shall mean "Special General Meeting called in accordance with these Rules"
 - "Treasurer" shall mean "The Treasurer of NZMMNA"
 - "Vice President" shall mean "The Vice President of NZMMNA"

CONSTITUTION

3. The Constitution shall be the governing document of the Association; and
 - a) The Secretary shall ensure that the Constitution is available to every member to view and obtain a copy thereof; and
 - b) Where any dispute arises as to the interpretation or construction of these Rules, such dispute shall be determined firstly by the Board, who shall consult these Rules; and
 - c) Should there not be a satisfactory resolution to any dispute, then the Board shall engage the services of an independent third party mediator or arbitrator to mediate/arbitrate the dispute. Both parties must agree to the appointment of the arbitrator/mediator, and the ruling of the mediator/arbitrator shall be final and binding upon all parties; and
 - d) These Rules may be repealed, altered, added to or amended at any General Meeting called under these Rules, by a resolution to that effect carried by a majority of at least two-thirds of those present and entitled to vote. Such a meeting must be called in accordance with clauses 20, 21 or 22 of these Rules; and
 - e) A true copy of every such alteration, addition or amendment shall be delivered to the Registrar of Incorporated Societies in accordance with the requirements of the Incorporated Societies Act 1908, and shall take effect as from the time of registration; and
 - f) A true copy of every such alteration, addition or amendment shall also be delivered forthwith to the Charities Commission in accordance with the requirements of the Charities Act 2005.

- g) Every alteration, addition or amendment must meet the requirements of the Charities Commission for the objects and Rules of a charitable entity.

REPEAL AND SAVING

- 4. All Rules previously in force are hereby repealed and (except as otherwise provided in these Rules) these Rules shall henceforth constitute the only Rules of the Association.
 - a) All acts commenced pursuant to the authority conferred by the Rules hereby repealed shall be valid and may be completed pursuant to the authority conferred by those Rules as if those Rules remained in force.

OBJECTIVES OF THE ASSOCIATION

- 5. The objectives of the Association shall be:
 - a) To be the national representative body in New Zealand for men's and mixed netball, at all times furthering the interests of the members and the sport; and
 - b) To provide opportunities for members to participate in, play and umpire Men's and Mixed Netball at all levels through growth and development to provide regional, national and international playing events sanctioned by NZMMNA or its members; and
 - c) To promote and develop Men's and Mixed Netball providing pathways for players, umpires, coaches and other personnel to develop their skills; and
 - d) Working to develop new regional associations; and
 - e) To conduct the affairs of the Association at all times in the best interests of the members and the sport.

POWERS OF THE ASSOCIATION

- 6. The powers of the Association shall be:
 - a) To govern, administer and oversee Men's and Mixed netball in Aotearoa, New Zealand; and
 - b) To keep and preserve all records likely to prove of value or historic interest to Men's and Mixed netball; and
 - c) To acquire by purchase or otherwise any real or personal property to assist in achieving the objectives of the Association.
 - d) To raise money by any means which the Board may approve for any of the following purposes:
 - I. To promote any of the objectives of the association.
 - II. To provide a fund for the payment of expenses incurred by National squads or teams.
 - III. To provide a fund for acquiring or maintaining any Association property.
 - IV. To aid and assist in achieving any other matter in the interests of the members as determined by the Board and/or the members.
 - e) To implement regulations, policies and procedures as determined by the Board and approved by the members to assist with the governance, administration and oversight of the sport of Men's and Mixed netball.
- 7. These powers shall be limited as follows:
 - a) All income, assets, and property of the Association must be applied only to advance the purposes of the Association.
 - b) No members of the association or anyone associated with a member, is allowed to influence the Board of the Association in respect of payments of any income, benefit, or advantage to a member or associated person.
 - c) Any payments made to a member of the Association must be made for goods or services that advance the Association's purposes and must be reasonable and relative to payments that would be made between unrelated parties.

- d) Nothing in this clause prevents payment in good faith of reasonable remuneration to any servant of the Association, or the payment of reasonable expenses to any authorised representative or delegate of the Association.

TE TIRITI O WAITANGI

8. The association shall give effect to Te Tiriti o Waitangi.

He Kupu Whakataki

Ko Wikitoria te Kuini o Ingarani i tana mahara atawai ki nga rangatira me nga hapu o Nu Tirani i tana hiahia hoki kia tohungia ki a ratou o ratou rangatiratanga me to ratou wenua a kia mau tonu hoki te rongo ki a ratou me te Atanoho hoki kua wakaaro ia he mea tika kia tukua mai tetahi rangatira hei kai wakarite ki nga Tangata Maori o Nu Tirani kia wakaaetia e nga rangatira Maori te Kawanatanga o te Kuini ki nga wahikatoa o te wenua nei me nga motu - na te mea hoki he tokomaha ke nga tangata o tona lwi kua noho ki tenei wenua a e haere mai nei. Na ko te Kuini e hiahia ana kia wakaritea te Kawanatanga kia kaua ai nga kino e puta ki te tangata Maori ki te Pakeha e noho ture kore ana. Ma kua pai te Kuini kia tukua ahau a Wiremu Hopihono he Kapitana i te Roiara Nawi he Kawana mo nga wahi katoa o Nu Tirani i tukua aianeia a mua atu ki te Kuini e mea atu ana ia ki nga rangatira o te wakaminenga o nga hapu o Nu Tirani me era rangatira atu enei ture ka Korerotia nei.

Ko Te Tuatahi

Ko nga rangatira o te Wakawinenga me nga rangatira katoa hoki, kihai i uru ki taqua Wakaminenga, ka tuku rawa atu ki te Kuini o Ingarangi ake tonu atu te Kawanatanga katoa o o ratou wenua. Ko Te Tuarua Ko te Kuini o Ingarangi ka wakarite ka wakaae ki nga rangatira, ki nga hapu, ki nga tangata katoa o Nu Tirani, te tino rangatiratanga oo ratou wenua o ratou kainga me o ratou taonga katoa. Otiia ko nga rangatira o te Wakaminenga me nga rangatira katoa atu, ka tuku ki te Kuini te hokonga o era wahi wenua e pai ai te tangata nona te wenua, ki te ritenga o te utu e whakaritea ai e ratou ko te kaihoko e meatia nei e te Kuini hei kaihoko mona.

Ko Te Tuatoru

Hei whakaritenga mai hoki tenei mo te wakaaetanga ki te Kawanatanga o te Kuini. Ka tiakina e te Kuini o Ingarangi nga tangata Maori katoa o Nu Tirani. Ka tukua ki a ratou nga tikanga katoa rite tahi ke ana mea ki nga tangata o Ingarangi. Na, ko matou ko nga rangatira e te Wakaminenga o nga hapu o Nu Tirani ka huihui nei ki Waitangi ko matou hoki ko nga rangatira o Nu Tirani ka kite nei i te ritenga o enei kupu. Ka tangohia ka wakaaetia katoatia e matou. Koia ka tohungia ai o matou ingoa o matou tohu. Ka meatia tenei ku Waitangi i te ono o nga ra o Pepueri i te tau kotahi mano, e waru rau e wa te kau o to tatou Ariki.

MEMBERSHIP

9. The following shall be eligible for membership to NZMMNA:
- a) Member Associations who have applied and been approved for membership by the Board of NZMMNA and who:
 - I. Are current financial members and have paid the relevant Membership Fee in accordance with clause 10 of this constitution ; and
 - II. Have team colours registered and approved by the Board of NZMMNA; and
 - III. Act in accordance with the Constitution, policies and procedures of NZMMNA.
 - b) Individual Members who are:
 - I. Members, players, umpires, officials, coaches or managers of a Member Association as defined in clause 9a of this constitution; or
 - II. Life Members as defined by these Rules; or
 - III. Service Members as defined by these Rules; or

- IV. Members of the Board of the Association; or
- V. Any other individuals recognised as members by the Board of the Association.
- c) Service Members who have been nominated by a Member Association for meritorious service and have their nomination approved at a General Meeting called in accordance with these Rules.
- d) Life Members who have been nominated by a Member Association for meritorious service of at least 10 years, and have their nomination approved at a General Meeting called in accordance with these Rules.
 - I. Life and Service Members shall have all the rights and obligations of membership, and shall collectively utilise 1 vote on matters at General Meetings.
 - II. A register of all current Life and Service Members will be held by NZMMNA and the Secretary shall maintain this record.
- e) The membership period shall be from July 1 of any year to June 30 of the subsequent year.

MEMBERSHIP FEES

10. All Member Associations shall be liable to pay an annual Membership Fee, set as follows:
 - a) Each year, the Board shall set the Membership Fee payable by Member Associations by June 1, to come into effect on July 1.
 - b) The membership fee shall not increase by more than \$50 in any 12 month period, unless otherwise approved by a general meeting of the Association.
 - c) Such Membership Fee shall be due on July 1 of each year unless altered by a General Meeting of the Association.
 - d) The Board shall ensure that members are advised of the membership fee as soon as it is set.

DURATION AND CESSATION OF MEMBERSHIP

11. Membership, as defined in clause 9, shall be from July 1 of any year to June 30 of the subsequent year.
12. Any membership may be withdrawn, suspended or terminated where:
 - a) A member fails to comply with:
 - I. this Constitution
 - II. the NZMMNA Code of Conduct
 - III. any NZMMNA regulations, by-laws, policies or procedures; or
 - IV. a member acts in a manner which the Board considers to be harmful to NZMMNA.
 - b) Any such withdrawal, suspension or termination can be overturned or upheld by a General Meeting of the Association called in accordance with these Rules.

RIGHTS AND OBLIGATIONS OF MEMBERSHIP

13. Members acknowledge and agree that:
 - a) an application for membership must be in writing. All applications for membership will be determined by the Board
 - b) members are bound by this Constitution and by the regulations, by-laws, policies and procedures of NZMMNA
 - c) in order to receive or continue to receive membership entitlements, members must meet all requirements of membership set out in this Constitution, including payment of any membership or other fees within a required time period
 - d) any failure to comply with the Rules in this Constitution may result in withdrawal of membership entitlements but shall not excuse such member from being bound by this Constitution
 - e) they are entitled to all rights, entitlements, and privileges of membership conferred by this Constitution.

GENERAL MEETINGS

14. General Meetings of the Association must be called in the following manner:

- a) at least 30 day's notice of the General Meeting must be given by the Secretary of the Board
- b) when giving notice the Secretary must state the time and place of the General Meeting
- c) notice must include written notification to every current Member Association through email to the Association's registered email as well as posting on the Association's Facebook page
- d) any motions, remits, nominations, agenda items, general business or constitutional amendments must be received by the Secretary in writing no later than fourteen (14) days prior to the date of the General Meeting.
- e) a full agenda including all business to be discussed at the General Meeting must be made available by the Secretary at least seven (7) days prior to the General Meeting to enable the members to peruse the proposed business.
- f) where any motion or remit submitted, is seen as significantly similar in substance to a remit or motion adjudicated by the Association within the most recent 2 years, the Secretary of the Board shall advise the Board, who will determine if such motion or remit may proceed.
- g) the President, or in their absence the Vice President, or in their absence a nominee of the meeting, shall be the Chairperson of any General meeting
- h) the quorum for any General Meeting, must be at least two thirds (2/3) of all current member associations
 - i. if such quorum is not achieved within 30 minutes of the meeting time commencing, the meeting shall be reconvened on the next available day, as determined by the Board, so long as such time, place and date are within 5 days of the date of the failed General Meeting
- i) any decision made by a General Meeting shall become binding upon the Association and the Board.

ANNUAL GENERAL MEETINGS

15. The Annual General Meeting of NZMMNA shall be held yearly, on a date determined by the Board. However it shall not be later than 10th December of any given year and must not be on a day that coincides with a National Tournament of NZMMNA. The Board will not schedule the meeting to commence before 4pm or after 7pm.

- a) Items that will be standard agenda items at the Annual General Meeting shall be:
 - I. The adoption of financial reports, including but not limited to an Auditor's report.
 - II. The adoption of the Annual Report of the Board.
 - III. The adoption of relevant reports by the President and Treasurer.
 - IV. Any business of which notice has been given as per these Rules.
 - V. Election of vacant positions on the Board.
- b) Any additional business that members wish to raise at the Annual General Meeting may be raised only where two-thirds of those members present and entitled to vote agree to such business being raised.
- c) Nominations for vacant positions on the Board may be raised at the Annual General Meeting.

SPECIAL GENERAL MEETINGS

16. Special General Meetings of NZMMNA may be called at any time by:

- a) The Board; or
- b) By written request of at least three current Member Associations.

- I. Such meetings must adhere to the Rules of General Meetings as per clause 14 however must also:
 1. Include a notice specifying the nature of the business intended to be discussed at the Special General meeting; however
 2. It may not consider any other matter than that which notice was given for.
- II. Such meetings must also have available a signed document from each member association who requested such a meeting.

ANNUAL REPORT AND BALANCE SHEET

17. The following shall be required as an Annual Report.
 - a) At some time before the end of the year the President, with assistance from the Board, shall prepare a report dealing briefly with the activities of the Association during the Association Year. This report shall be presented to the Annual General Meeting.
 - b) Such report must be approved by the Board at least (8) days in advance of the Annual General Meeting so as to ensure that such report may be released in line with clause 15(a)(ii).
 - I. The Annual Report need not deal with financial matters.
18. The following shall be required as the Balance Sheet.
 - a) As soon as possible after the close of each Financial Year and before the Annual General Meeting the Association Treasurer in conjunction with, where possible, an Accountant, shall prepare a Balance Sheet showing the Assets and Liabilities of the Association, a Statement of Income and Expenditure and a Statement showing any mortgages, charges or other securities affecting any of the property of the Association at the close of the said year.
 - b) Such statements and full accounts must then be submitted to an auditor, appointed by the Board, prior to the Annual General Meeting.
 - c) The auditor's report must be placed before the Board, who shall submit such report to the Annual General Meeting.
 - d) The statements, reports and accounts mentioned in clause 15(a)(i) must be made available to members at least (7) days prior to the Annual General Meeting.

FINANCIAL YEAR AND AUDITORS

19. The financial year of the Association shall be from July 1st to June 30th of the subsequent year.
20. The books of the Association shall be audited at the end of each Financial Year by the Association Auditors, who shall be duly qualified, and who shall be appointed annually by the Board on recommendation from the Treasurer.

THE BOARD

21. The conduct and control of the business and affairs of the Association shall be vested in the Board except as to such matters as are specifically reserved by these Rules to a General Meeting.
 - a) The Board shall comprise:
 - I. The following Office holders who are elected from the membership
 - (a) The President
 - (b) The Vice President
 - (c) The Treasurer
 - (d) The Secretary
 - II. The following Portfolio holders who are:

- (a) A Members representative
- (b) 4 appointed members who must not have played, coached, managed, or been involved in any way with a member association within the most recent 2 years.
 - 1. Appointed members shall be appointed by a panel consisting of the NZMMNA President, 1 Netball New Zealand nominee and 1 other external member (who shall be appointed by the Board).
 - 2. There shall not be less than 2 appointed members on the Board at any one time.
- b) Every member of the Board set out in clause 21(a) must be a financial member of the Association.
- c) No member may hold more than one (1) position set out in clause 21(a)(i) and (ii).
- d) Subject to any other provisions in these Rules, all positions on the Board shall be held for two years from the date of election.

BOARD MEETINGS

22. The Board shall meet at any time deemed necessary by the Board, but must meet at a minimum:
- a) Following the Annual General Meeting to plan for the coming year's events and activities.
 - b) At Mixed Nationals each year.
 - c) At Men's Nationals each year.
 - I. The quorum for any such meeting to be valid shall be half plus one (1) of all Board Members.
 - II. In the event that quorum is not met, the meeting shall be adjourned for up to 30 minutes to allow time for quorum to be met. If quorum is still not met after this period, the meeting shall lapse.
 - d) Decisions and actions of the Board may be determined through electronic or other means of communication, where decisions must be taken by the Board, where no physical meeting is called, the President shall ensure that written communication is provided to all Board Members of the business requiring consideration and providing at least 24 hours for Board Members to respond with clarification, a yes, no or abstaining vote with such resolution or motion being as valid and effectual as if such motion or resolution was passed at a physical Board meeting.
 - e) Where such a resolution or motion is put through electronic or other means, a minimum of half plus one (1) yes votes shall be required for any such resolution or motion to be passed. In the event of a tie, the motion shall be considered lost.
 - I. If there is a need for a decision to be made on a matter, the President shall, in the event of a tie, have a casting vote.
 - f) The Board may invite any member to attend a board meeting.
 - g) Board meetings shall normally be open to members of the Association. Where the Board wishes to exclude members however, a motion must be passed that the meeting shall be conducted as a confidential meeting, with reasons for this being stated.
 - h) The procedure at meetings of the Board shall be according to the Standing Orders in the First Schedule hereto, which shall be deemed to be part of these Rules, and in so far as such Standing Orders do not extend the Board shall have full power to determine and regulate its own procedure.

NOTICE OF BOARD MEETINGS

23. The President may call an ordinary Board Meeting at any time, as can any three (3) members of the Board.
- a) Any Board meeting called, must allow 5 days' notice being given to Board Members.

- b) Such Notice shall state the date, time and place of such meeting, along with the business to be discussed subject to clause 25.
 - c) The agenda for any Board Meeting shall be regulated and determined by the President, with such Agenda communicated to the Board Members by the Secretary at least 48 hours prior to the meeting subject to clause 25.
 - i. Where a meeting is called by three (3) members of the Board, they shall indicate what the item or items are that they wish to be discussed. The President may not rule the item or items as out of order, unless supported by a full motion of the Board.
24. The President, or in their absence the Vice President, or in their absence the Secretary, shall act as Chairperson at all Board Meetings.
- a) Where all three of these members are absent, the meeting shall not normally proceed.

EMERGENCY BOARD MEETINGS

- 25. An Emergency Meeting of the Board may be called at any time by the President, or by any three (3) Board members, provided that some written or verbal notice is given to as many members of the Board as is practicable in the circumstances.
- 26. Such meetings shall have the full power of the Board in regard to the formal business and to such business as maybe specified in the notice calling the meeting.

BOARD POWERS

- 27. Subject to General Meetings, the Board shall have and is hereby given, full and complete power over and control of, all business and activities of the Association and shall have the power to:
 - a) From time to time appoint and remove agents, delegates, and committees who may make recommendations for the Board to act upon.
 - b) Do all things deemed by it to be necessary or expedient for the fulfilment of any of the objects of the Association, including the power to make Rules for the discipline, good order, and running of the Association and its members.
 - c) Hear and determine in such manner and in its absolute discretion it may deem fit, disputes and differences between members, between affiliated bodies, and between members and affiliated bodies, and all such members and affiliated bodies shall be bound by its decisions.
 - i. A disputes committee will be appointed by the Board to hear any disputes that arise.
 - d) Make contracts, engage and dismiss servants and control the Property of the Association.
 - e) Appoint such persons as it considers appropriate to represent the Board on any other Board.
 - f) Determine the yearly calendar for international and national tournaments, events and competitions in New Zealand.
 - g) Employ, engage or otherwise appoint coaches, managers, umpires and other support personnel for national representative netball teams and competitions, determine the terms and conditions of such appointments and, if necessary, terminate such appointments.
 - h) Appoint such persons as it considers appropriate, to determine the terms and conditions of such appointment, to committees, positions and roles within NZMMNA, (except as otherwise specified in this Constitution or the Regulations), and, if necessary, terminate such appointments.
 - i) Create, determine and enforce policies to ensure the effective operation of the Association.
- 28. The Board shall control the funds of the Association and authorise all expenditure ensuring that:
 - a) Payments made from the Associations banking account shall be authorised by the Treasurer and the President, or if they are unable the Vice President.
 - b) All monies received by the Association shall forthwith be paid in the Associations Bank Account.

29. The Board shall have power to invest all of any of the funds of Association from time to time being in their hands as follows and not otherwise:
- a) By banking funds in the association account.
 - b) By investing funds to organise tournaments.
 - c) By investing funds in National squads and teams.
 - d) By investing funds that will assist in growing said funds for the benefit of the Association.
 - e) By following a directive of a General meeting called in accordance with these Rules.
30. All resolutions of the Board and all acts and things duly done or executed in good faith there under shall be binding upon all members of the Board whether present at any such meeting or not and upon all property and assets of the Association **provided that** such resolution shall not be shown to be ultra vires the Board or made in bad faith or with any improper motive.
- a) The fact that any such resolution is made in pursuance of any recommendation of a General meeting shall be conclusive evidence of good faith and of the absence of any improper motive.
 - b) Every such resolution shall take effect as from the date when it is passed by the Board **provided that** the Board shall have power to fix any prior or subsequent date as the date of such coming into effect.

BOARD MEMBERS RIGHTS AND DUTIES

31. (a) The President shall be President of the Association, chairperson of any General Meeting and chairperson of the Board, and shall be responsible for the general supervision of the affairs of the Association.
- (b) The Vice President shall assist the President in his/her duties, and shall fulfil the duties of the President in their absence.
- (c) The Secretary shall be responsible for the administration of the Board, minutes of the Association and ensuring the provisions of this Constitution are adhered to at all times.
- (d) The Treasurer shall be responsible for the administration of the Association's finances, ensuring transparency and accountability in regards to the finances of the Association. The Treasurer shall also be responsible for ensuring annual accounts are provided in line with this Constitution and submitting these to the Registrar of Incorporated Societies.
32. (a) The marketing and media officer shall be responsible for the effective communication of the Board and the Association to all members and the wider public.
- (b) The Zone representatives shall:
- I. Be responsible for representing the interests of their zones at the Board.
 - II. Liaising with all Member Associations in their zone, ensuring the Board are aware of activities in their zone.
33. (a) The Kaitiaki/Custodian shall be the guardian of the Association property ensuring a register of all property of the Association.
- (b) The Tournament Convenors shall:
- I. Be responsible for organising, with assistance of the relevant tournament subcommittee, of each National Tournament.
 - II. Where the tournament convenor requires assistance to achieve their objectives, the board may appoint any individual necessary to assist the tournament convenors.

BOARD MEMBERS ELECTION AND APPOINTMENT

34. The Board shall be elected at a duly called Annual General Meeting biannually, with the first such election being held upon adoption of these Rules, in accordance with the Second Schedule hereto, which shall be deemed to be part of these Rules.

BOARD MEMBERS VACANCIES

35. Board members will cease to be members of the board when the following occurs.
- a) If such member ceases to be a member of the Association; or
 - b) If such member gives the Secretary of the Board notice tendering his/her resignation and such notice is accepted by the Board; or
 - c) If such member fails to attend the Annual General Meeting without being excused by the Board; or
 - d) If at, any General Meeting duly called for the purpose, a resolution is passed to the effect that such member does not possess the confidence of at least two-thirds (2/3) of members present and entitled to vote; or
 - e) If such member is elected or appointed to any other position on the Board, subject to clause 21(c); or
 - f) If the Board resolves that the member through their conduct has brought the organisation into disrepute, and if such resolution is approved at the next available General Meeting.
 - i. In these circumstances such Board member shall be considered to be a “suspended member” until such time as the General Meeting is held and the resolution approved or overturned.
 - (ii). Where any member of the Board is removed from the Board under 39 (i) d, then such General Meeting may also fill the vacancy created thereby or may direct the Board as to the determination to be made under clause 36.
36. When a vacancy occurs during the term of the Board, then the Board shall determine whether this vacancy shall be filled by a resolution of the Board or by election at the next scheduled General Meeting.
- a) If the Board determine this vacancy shall be filled at the next General Meeting such position shall be determined according to the Rules in the Second Schedule hereto.
 - b) If the Board determines this vacancy shall be filled by resolution of the Board, such position shall then be determined at the next scheduled Board meeting called in accordance with these Rules.
 - c) There shall never be less than 9 members on the Board.

OTHER COMMITTEES

37. The Board may form a committee or other entity from time to time for the purpose of advice on any aspect related to Netball and the continual operation of NZMMNA.

MINUTES AND RECORDS

38. The Secretary shall keep minutes and/or equivalent records in which shall be recorded all the transactions and decisions of all General Meetings and of all meetings of the Board respectively. In respect of each such meeting the Secretary shall record in the appropriate minutes or records:
- (a) The nature of such meeting.
 - (b) The date, time and place of such meeting.
 - (c) The number and names of the members present and an indication as to the name of the member in the Chair.
 - (d) The fact of confirmation of any Minutes.
 - (e) The text of every motion and amendment which was duly moved and seconded thereat.
 - (f) A statement or note showing whether such motion or amendment was lost or carried and showing also the name of any member who has expressly desired that his/her dissent thereto or his abstention from voting thereon be recorded, and also, if the motion is a contentious issue as defined in Rule 23(i), a statement or note showing that this is the case.
 - (g) The fact and details of any adjournment.
 - (h) The fact of the giving of any notice or motion.

- (i) Details of the declaration of all elections required to be declared at such meeting.
 - (j) The receipt discussion adoption nature and effect of any notice, resignation, report, letter or any other document discussed or adopted thereat.
 - (k) All such other matters and things as are or may be usually conveniently or properly recorded in the Minutes of any proceedings.
 - (l) All minutes shall be made available at request within 7-10 days following the meeting held.
39. It shall be a duty of the Secretary to see that the Minutes of any meeting are duly confirmed by the next succeeding meeting and are signed as correct by the Chairperson of such next succeeding meeting.

COLOURS

40. The colours of the Association shall be black, white and blue.

FIRST SCHEDULE – STANDING ORDERS

STANDING ORDERS

Interpretation of Standing Orders

1. In these Standing Orders, unless inconsistent with the context:

"Leave" shall mean "leave granted by the meeting by motion carried by a majority of at least two-thirds of the members voting".

"Majority" shall mean "A majority of the members excluding there from the Chairperson except where required to cast".

"Meeting" shall mean "Any Ordinary or Special General Meeting or any Ordinary or Emergency Meeting of the Board or any meeting of any committee of the Association".

"Member" shall mean "Any member present at a meeting and entitled to vote" and shall include the Chairperson except in the computation of a majority (unless required to cast).

"Motion" shall mean "A proposition beginning with the word "that" proposed at any meeting by one member and thereupon seconded by another member".

"Orders" shall mean "These Standing Orders".

"Resolution" shall mean "A motion passed or agreed to at any meeting by the requisite majority"

General Conduct of Business

2.
 - (i) The business of every meeting shall be conducted in accordance with these Rules of the Association and subject only to such Rules in accordance with these Standing Orders.
 - (ii) Any matter or question of order or procedure not provided for or not fully provided for by the Rules or Standing Orders shall be determined by the Chairperson by a ruling.
 - (iii) All business (unless otherwise provided by the Rules or Standing Orders) shall be brought forward discussed and dealt with in the form of a motion and no such business shall be discussed or dealt with until so brought forward.
 - (iv) Any Standing Order may by leave be suspended or varied at any meeting in respect of such meeting or any part thereof.
3.
 - (i) The Chair shall maintain order in the meeting and the Chair shall be heard without interruption.
 - (ii) The Chairperson shall not permit to be discussed and shall rule out of order all matters that do not pertain to the question before the meeting or to the business of the meeting.
 - (iii) The Chairperson shall by ruling refuse to receive any notice of motion of a frivolous or offensive nature and shall by ruling suppress any frivolous or offensive letters or documents.

- (iv) The Chairperson shall by ruling determine any matter dispute or question as to order and procedure.
- (v) Any member may at any time rise and speak to a point of order and the Chairperson shall rule thereon.
- (vi) The appointment where necessary of a Chairperson shall take precedence over all other motions whether formal or substantive and of all other business whatsoever.
- (vii) At any time during the meeting, the Chairperson (or any Acting Chairperson under this Rule) may, unless any member present objects, appoint a member to be Acting Chairperson either temporarily or for the remainder of the meeting. In the event of an objection to the appointment by a member, the leave of the meeting shall be obtained for the appointment of an Acting Chairperson.

Motions

4. (i) Except where otherwise provided by the Rules any motion may be moved without notice ***provided that*** except with leave motions of which notice has been given shall be dealt with before motions of which notice has not been given.
- (ii) Any notice of motion shall lapse if such motion is not forthcoming when called for at the appropriate time by the Chairperson.
- (iii) No notice shall be taken or record made of any motion proposed unless such motion shall be seconded forthwith upon its being proposed or moved, except in the case of a foreshadowed motion.
- (iv) In the case of a *pro forma* motion, (that is, one seconded purely for the purpose of allowing discussion on it,) the mover of the motion shall be allowed to speak; but the motion shall not proceed to further debate or to a vote unless it then receives from the *pro forma* seconder a formal unqualified seconding, in the absence of which the motion shall lapse.
5. (i) When any motion has been duly moved and seconded it shall immediately be proposed to and placed before the meeting by the Chairperson for discussion and except as otherwise provided in these Rules the Chairperson shall not have power to decline to place such motion before the meeting.
- (ii) When any motion has been so proposed to and placed before the meeting it shall not be withdrawn except by leave of the meeting and with the consent of the mover and seconder thereof, except in the case of a *pro forma* motion.
- (iii) Only one motion shall be placed before the meeting at a time except as otherwise provided by these Orders.
6. (i) When a motion has been lost, a motion to the same effect or the same in substance shall not be moved at the same meeting without leave.
- (ii) When a motion has been withdrawn by leave, it may be again moved at the same

meeting or any subsequent meeting.

(iii) Where any notice of motion has lapsed, notice of such motion may be again given at any time.

(iv) Where a motion has been passed, such Resolution and the business thereby dealt with may be reconsidered rescinded and discussed at the meeting at which such motion was passed only with leave.

Amendments

7. (i) At any time during the debate or discussion on any motion an amendment may be moved thereto, without in any case necessity for any notice thereof, provided -
 - (a) That such proposed amendment shall not be ruled as unreasonable by the Chairperson; and
 - (b) That such proposed amendment shall not constitute a direct negative of the motion; and
 - (c) That only one such proposed amendment shall be before the meeting at any time; and
 - (d) That no amendment may be moved to a formal motion except as otherwise provided by these Rules.
- (ii) Any amendment shall be moved seconded proposed discussed put and decided upon in the same manner as if it were a motion and these Standing Orders shall apply thereto as to a motion provided –
 - (a) That no amendment may be moved to an amendment except with leave;
 - (b) That this Order shall be subject to any other Order to the contrary.
8. (i) When any amendment is passed, the original motion shall thereby be amended to incorporate such amendment and the motion as so amended shall then be further discussed debated and dealt with as if it were the original motion.
- (ii) Formal or consequential alterations or amendments rendered necessary by any amendment may be made by the Chairperson or Secretary.

Voting

9. (i) When the discussion, if any, on any motion is concluded the Chairperson shall put the motion to the meeting.
- (ii) Those in favour of the motion shall first be called on by the Chairperson and shall say "Aye" and those of the contrary opinion shall then be similarly called on and shall say "No".
- (iii) The Chairperson shall then declare the motion carried or lost as it his/her opinion the "Ayes" or the "Nos" have it in the requisite majority.
- (iv) Except as provided in the next two succeeding Orders such declaration shall be final.

10. (i) The Chairperson may instead of putting the motion to the voices, and he/she shall if any member immediately disputes his/her declaration on the voices, call for a show of hands first from those in favour of the motion and then from those of the contrary opinion.
- (ii) The Chairperson shall by him/herself, or with the assistance of tellers nominated by him/her for that purpose, count the votes on each side and shall declare the motion carried or lost accordingly, and such declaration shall be final.
- (iii) Immediately upon such declaration any member may demand that the number of votes for and against the motion respectively be announced, and they shall be then deemed to form part of such declaration.
11. (i) Instead of voting by a show of hands, a Ballot or a division may be held with leave.
- (ii) Where leave is granted the votes shall be counted and a declaration of the result made as is provided by subsections (ii) and (iii) of the last preceding Order.
- (iii) Where a ballot or a division is held, the meeting shall appoint a neutral scrutineer to peruse the ballots as they are counted.
12. (i) Every current financial member association, other than the Chairperson may exercise one vote.
- (a) Life members may give indicative votes, but these shall not count for the purposes of determining the outcome of any ballot.
- (ii) All votes shall be exercised in person only, *i.e.* proxy voting is not to be permitted, unless approved by a majority of those present and entitled to vote.
- (iii) Where a bare majority is required and the votes for and against are equal in number then the Chairperson shall have and shall exercise a casting vote and shall determine and declare the result accordingly except in
13. (i) The Chairperson may rule that a complicated motion be put to the meeting in parts and it shall then be so put by the Chairperson.
- (ii) Where error or confusion arises in connection with any vote, the Chairperson may rule that another vote be taken and such shall then be done.
- (iii) A member wrongly counted may require the names or number of members to be corrected and the Chairperson shall rule for and make any necessary correction ***provided that*** the objection must be made immediately and before the next business is proceeded with.

Debate

14. (i) Any question of order that may arise during the meeting shall be decided by the Chairperson by a ruling.
- (ii) Any member called to order by the Chairperson shall immediately cease to speak and shall resume his/her seat, unless permitted by the Chairperson so speak.
15. (i) Any member may speak to a motion, or upon moving or seconding a proposed motion, or upon

a question of order arising in debate.

(ii) No member may speak to a motion after voting has actually commenced.

(iii) No member may speak to any motion or upon any question of order more than once provided

(a) That the mover of any substantive motion (but not of any amendment nor of any formal motion) may speak not only upon moving such motion but also by way of reply after the conclusion of the debate and before the motion is put to the meeting, but where there is no debate, the mover of the substantive motion shall not have a right of reply; and

(b) That the seconder of a motion may first formally second such motion and may speak to the motion later in the debate if he/she so desires; and

(c) That the Chairperson may permit any member to raise a point of explanation or a point of information or ask a question of another member.

(iv) Any member may speak for five minutes but no longer unless with leave, provided -

(a) That the mover of any substantive motion (but not of any amendment or formal motion) may speak for ten minutes but no longer unless with leave; and

That no discussion, amendment or debate whatsoever shall be allowed on any formal motion except as provided by these Orders.

(v) Every member desiring to speak shall address him/herself to the Chair.

(vi) When two or more members desire to speak, the Chair shall call upon the member who, in the Chair's opinion, first indicated a desire to speak.

Formal Procedural Motions

16. (i) Motions shall be and shall be deemed to be formal 'procedural' motions if to the effect of any of the following propositions that is to say:

(a) That the meeting do now adjourn.

(b) That the meeting do now proceed with the next business.

(c) That the meeting do now resolve itself in a committee of the whole.

(d) That the question be now put.

(e) That a named member be heard.

(f) That leave be granted for any of the purposes for which leave is required or allowed by these Rules.

(g) That the ruling of the Chairperson be disagreed with.

- (h) That the meeting has no confidence in the Chairperson.
- (i) That the motion be tabled.
- (j) That strangers be excluded.
- (ii) All other motions shall be and shall be deemed to be substantive motions.
- (iii) Except in cases to which Rule 21 of these Standing Orders applies, a formal 'procedural' motion shall not be moved while anyone is speaking to a motion.
- (iv) The mover of a formal 'procedural' motion shall have no right of reply.
- (v) The mover of a formal 'procedural' motion cannot be debated or amended and, subject to Rule 21(ii), if it is carried, the motion shall take effect immediately.

Motion to Foreshadow

- 17. "Foreshadowed Motion" means a motion of which notice is given on, before or during a debate on another motion, and which is contrary to, or significantly differs from, the intention of the original motion. If the original motion is carried, the foreshadowed motion lapses; but if the original motion is lost, the foreshadowed motion is dealt with as the next business, ***provided that*** (except where moved by the Chair) it is seconded before being placed before the meeting by the Chair. In speaking against the original motion, the mover (and seconder, if any) of a foreshadowed motion may explain the foreshadowed motion. "Foreshadowed amendment" has a corresponding meaning.

Motion to Adjourn

- 18. (i) A motion to adjourn may be made during the debate on any substantive motion or when no motion is before the meeting but may not be made until any amendment before the meeting has been disposed of.
- (ii) Where any motion to adjourn contains and mentions a time until or a place to which such meeting is to be adjourned then in respect of such time and place only amendments may be moved and discussion allowed as on a substantive motion.
- (iii) Any debate interrupted by such adjournment shall thereupon be adjourned until the meeting is resumed.

Motion for Next Business

- 19. (i) A motion to proceed with the next business may be made during the debate on any substantive motion but shall not be proposed until any amendment before the meeting has been disposed of.
- (ii) If such motion be carried the substantive shall lapse as if not seconded and no record of such motion or of any amendment thereto shall be recorded and the next business shall be proceeded with.
- (iii) The mover of the motion for next business and the mover of the substantive motion but no other shall be entitled to speak to the motion for next business.

Motion for Committee of the Whole

- 20 (i) At any time during the debate on any substantive motion but not until any amendment thereto has been disposed of a motion may be moved that the meeting do resolve itself into a Committee of the Whole.
- (ii) Upon the passing of such motion the meeting shall thereupon discuss and debate such substantive motion in committee and shall report thereupon in the form of a statement capable of being moved as a motion to the Open meeting which shall forthwith adopt or reject such report on motion to that effect and such report shall then constitute the resolution on such substantive motion.
- (iii) The Rules of these Orders shall as far as possible be observed in Committee of the whole except only that there shall be as to substantive motions or amendments thereto no restrictions as to the length or number of speeches.
- (iv) The proceedings of a committee of the whole shall not be reported or recorded

Motion for Closure

- 21 (i) At any time during the debate on any substantive motion or any amendment thereto a member may give notice of intention to move a motion for closure (that is, a motion that the question now be put). Any speaker then speaking to the substantive motion or amendment shall be permitted to finish speaking and the Chairperson shall then by ruling forthwith determine whether or not to allow the motion for closure to be moved, having regard to whether there has been sufficient debate.
- (ii) If such motion be carried the mover of such substantive motion or amendment shall be entitled to make a reply to such substantive motion or amendment if he/she is otherwise entitled to do so and such substantive motion or amendment shall then be immediately put by the Chairperson without further debate or amendment.
- (iii) If such motion be lost the debate on such substantive motion or amendment shall be resumed and such motion shall not without leave be again moved during debate on such substantive motion or amendment.
- (iv) A Motion of Closure may not be moved by the mover or seconder for any motion or amendment to which it is applied; nor when it is applied to an amendment may it be moved or seconded by the mover or seconder of the original motion.

Motion to Hear Member

- 22 (i) At any time during the debate on any substantive motion or on any amendment thereto a motion may be made that a particular person to be mentioned by name be heard.
- (ii) If such a motion be passed the Chairperson shall forthwith call on such person to speak whether such member has been previously called to order or not provided that such member has then in any event a right to speak.
- 23 The motion known as the 'previous question' (*i.e.* that the motion be not now put) may not be moved.

Motion to Grant Leave

- 24 (i) At any appropriate time during a meeting a motion may be moved for the purpose of granting leave in any case where these Orders provide that leave may be given for any purpose.
- (ii) The mover and the seconder of such motion and the Chairperson shall alone be entitled to speak to any such motion.
- (iii) Where it is provided in these Standing Orders that any act or thing may be done by leave of the Meeting, such act or thing may also be done under the authority of, and by, leave granted summarily by the Chairperson on the application or request of any member and such leave granted by the Chairperson shall have the same force and effect as leave granted by meeting as provided in these Standing Orders provided that any member may forthwith upon the granting of such leave by the Chairperson object to the granting of such leave or may require that the question of such leave be decided by the meeting and upon such objection or request being so made the leave granted by the Chairperson shall be void and of no effect and such leave may then be granted by the meeting only.
- (iv) No record need be kept of any leave granted summarily by the Chairperson and where it appears that any act matter or thing has been made or done which should not have been made or done without leave then such leave shall in all cases be conclusively presumed to have been granted.
- 25 The motion 'that the Speaker be no longer heard' may not be moved.

Motion to Disagree with Ruling

- 26 (i) Immediately after the giving of any ruling by the Chairperson and whether or not any motion substantive or formal or any amendment thereto is before the meeting but not while any motion under this order or the next succeeding Order is then before the meeting a motion may be moved to the effect that the Chairperson's ruling be disagreed with.
- (ii) The Chairperson shall immediately the motion has been seconded, vacate the Chair in favour of an Acting Chairperson.
- (iii) Only the mover and the seconder of the motion may speak to it and the original Chairperson shall then reply and explain his/her ruling.
- (iv) After the Chair has replied, the motion shall be put to the vote without further debate, in the following form "THAT the Chairperson's ruling be upheld".
- (v) If the motion to uphold the Chairperson's ruling is lost, the Chairperson shall then, upon resuming the Chair, give a different ruling in respect of the subject matter of the original ruling.

Motion of No Confidence in Chairperson

- 27 (i) At any time during a meeting whether any motion substantive or formal or any amendment thereto is then before the meeting or not but not while any motion under this or the last preceding Order is before the meeting, a motion may be moved to the effect that the meeting has no

confidence in the Chairperson (as such).

(ii) The Chairperson shall immediately the motion has been seconded, vacate the Chair in favour of an Acting Chairperson.

(iii) Only the mover and seconder of the motion may speak to it and the original Chairperson shall then reply.

(iv) After the Chairperson has replied, the motion shall be put to the vote without further debate, in the following form: "That the Meeting has no confidence in the Chairperson".

(v) If the motion to express no confidence in the Chairperson is carried, the Chairperson shall at once vacate the Chair and shall cease to be Chairperson of such meeting but may remain as a member if otherwise so entitled.

Motion to Table

28 (i) A motion to table may be made during the debate on any substantive motion or on any amendment thereto.

(ii) Where any motion to table contains and mentioned a time or date to which the matter is to be tabled then in respect of such time and date only amendments made be moved and discussion allowed as on a substantive motion.

(iii) Except as provided in the preceding sub-clause the mover of such a motion and the mover of the substantive motion and the Chairperson but no other shall be entitled to speak thereto.

(iv) If such a motion be passed no further debate shall be permitted on the substantive motion or on any amendments thereto and these shall be recorded in the Minutes of the meeting as having been tabled and shall be brought forward for further debate at the meeting specified in the motion or at the next ordinary meeting if no other time or date is specified by the motion.

Motion to Exclude Strangers

29 (i) A motion to exclude strangers may be moved during the debate on any substantive motion or on any amendment thereto or when no motion is before the meeting or at any other appropriate time during a meeting but not while any other formal motion is before the meeting.

(ii) If such motion be carried all persons other than members shall leave the meeting and no persons other than members shall be present at the meeting until such time as the meeting resolves to readmit strangers.

(iii) No meeting and no act matter or thing done or transacted thereat shall be invalidated or in any way affected by any breach or non-observance of this Standing Order.

Committees

30 (i) Any committee's delegates or agents to be appointed under the provisions of the Rules may be so appointed by resolution.

- (ii) On any motion for such appointment the Chairperson may and shall if any member so demands rule and direct that such appointment be made by ballot.
- (iii) Such ballot shall then be taken in such manner as the Chairperson may rule, and where there is an equality of votes but not otherwise, the Chairperson shall exercise a casting vote.
- (iv) The mover of the resolution setting up any such committee shall (subject to any provision to the contrary in these Rules) be the Chairperson of such committee, provided that the meeting may then or subsequently appoint any other member of such committee to be Chairperson thereof.
- (v) The necessary and sufficient quorum of any such committee shall subject to any rule or regulation to the contrary be five members thereof or one-half of the members thereof (including in each case the Chairperson and Secretary thereof in the computation of the membership) which ever shall be the less.
- (vi) The procedure of any such committee insofar as it is not otherwise determined by the Rules shall as far as possible be governed by these Standing Orders.

Breaches of Order

- 31 (i) The Chairperson may at any time during the meeting rule that any named member is or has been guilty of a breach of order.
- (ii) The meeting in such a case may resolve on motion moved forthwith upon the giving of such ruling and whether any motion formal or substantive or any amendment thereto is then before the meeting or not -
 - (a) That no further notice be taken of such breach; or
 - (b) That the member named be asked to apologise; or
 - (c) That the member named be expelled from the meeting and excluded there from for the remainder of the meeting or for a specified interval or until an apology is offered to the meeting.
- (iii) Such a resolution may be carried into effect and the validity of the proceedings shall not in any way be affected thereby provided that a quorum still remains.

Order of Business

- 32 (i) At all General Meetings the order of business shall be:
 - (a) Election of a Chairperson if this is necessary.
 - (b) The confirmation of the Minutes of the last preceding meeting, which may be decided upon informally and not necessarily upon motion unless a motion be demanded by any member.
 - (c) In the case of any Ordinary General Meeting the business prescribed to be conducted thereat by the Rules and in the order also thereby prescribed concluding with General Business.

(d) In the case of any Special General Meeting, the business for which such meeting has been called and in the order set forth in the notice calling such meeting.

(ii) At all meetings of the Board the order of business shall be:

(a) Election of a Chairperson if this is necessary.

(b) In case of Ordinary Meeting:

(i) The confirmation of the minutes of the last preceding Ordinary Meeting and any subsequent Emergency Meetings.

(ii) Business arising out of the Minutes.

(iii) Motions of which notice has been given.

(iv) General Business.

(c) In the case of an Emergency Meeting, the business only for which such meeting has been called.

Point of Order

33. At any time any member may address the Chairperson on a point of order (such as a breach of Standing Orders, or irrelevance on the part of the speaker), but must immediately state that he/she is raising a point of order and must confirm observations to the point of order raised. A point of order must be raised immediately the breach occurs. A member called to order should be given the opportunity to explain and the Chairperson may allow others to speak, briefly, but new matter must not be debated. The Chairperson's ruling on a point of order is final (and may not be discussed), subject always to a motion to disagree with the Chairperson's ruling.

Point of Personal Explanation

34. By permission of the Chairperson, and when no other person is speaking, any member who has already spoken on the particular motion under debate may speak briefly in personal explanation of a remark or action of hers/his which in his/her opinion has been queried, misquoted, distorted, or taken out of context, but must state concisely the point he/she wishes to explain and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

Point of Information

35. By permission of the Chairperson and when no other person is speaking, any member may speak briefly to correct any substantial error of fact that has been stated to the meeting. The member must state concisely the point he/she wishes to correct and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

Questions

36. By permission of the Chairperson and when no other person is speaking, questions relating to the matter under discussion may be put to the Chairperson or through the Chairperson to any member but the Chairperson may disallow any questions he/she thinks should not be put. Speeches may not be interrupted for the purpose of asking questions.

SECOND SCHEDULE – ELECTIONS

ELECTION RULES

Part I General

(This part shall apply to all Board elections.)

1. All members shall be eligible for nomination, election and re-election and may vote for any position provided-
 - i. That they are members of the Association as per these Rules;
 - ii. That in the case of the Treasurer nomination, they shall have proficiency in some financial and accounting matters.
 - iii. That at the time of nomination the member accepts such nomination.
2. All nominations may be made in writing prior to, or may be made verbally at, the Annual General Meeting.
3. The Secretary shall accept such nominations only as appear to him/her to be of persons eligible under these Rules and to comply with these Rules in all respects.
4. Where one or members has been duly nominated for any position an election shall be held as provided by these Rules.
5. Where no nominations are received for a position, then the Board shall follow the Rules for a vacancy as per clause 36. The Secretary or some other member appointed by the Board shall act as Returning Officer for the election.
6. (i) The Returning Officer shall be entrusted with the whole conduct of the election at the Annual General Meeting.
(ii) The Returning Officer shall have power to and shall -
 - (a) Appoint such deputies poll clerks scrutineers and other assistants and with such powers and duties as he/she shall see fit;
 - (b) Provide ballot papers and a ballot box in such form as they see fit, unless the meeting allows an open vote or a voice vote.
 - (c) Exclude from voting all persons who are not entitled to vote as they are not members as per these Rules.
 - (d) Direct and regulate the manner of voting and recording votes;
(iii) The Returning Officer shall comply with any regulations not inconsistent with these Rules duly made by the Board amplifying or specifying more particularly his/her powers and duties hereunder.
(iv) All acts and things done by the Returning Officer for any such purpose shall be deemed to be done by him/her under the direction and authority of the Board.
7. (After the conclusion of the poll the Returning Officer shall have the votes counted and their result shall be final.

8. In the election for each position the person who receives the most votes shall be and shall be declared by the Returning Officer to be elected and in the case of an equality of votes the Returning Officer shall determine by lot the successful candidate.
9. The Board shall be responsible for communicating notice of the names of the successful candidates through the Association's normal channels of communication, such as newsletters, the Association website and social media pages.
10. No member shall be permitted to hold more than one position on the Board simultaneously, subject to rule 21(c).

Part II Term

1. (i) The members of the Board elected under the foregoing provisions shall commence their term of office immediately following the Annual General Meeting where they are elected and shall continue for two years subject to these rules.

Part IV Vacancy appointment

1. Where the Board determines that a vacancy shall be filled, the position shall be filled as per clause 35.