

BYLAWS

MACGREGOR NETBALL ASSOCIATION
INCORPORATED

(IA04661)

NOVEMBER 2025



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1. Introductory provisions

1.1. Interpretation

1.1.1. In these bylaws:

- a. **act** means the *Associations Incorporation Act 1981 (Qld)*;
- b. **association** means Macgregor Netball Association Incorporated;
- c. **bylaws** mean the bylaws of the association;
- d. **fee** means a payment of money due to the association by its members;
- e. **levy** means a payment of money other than fees, which members may be called upon to pay to the association.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the association.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the association's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the association.

1.3. Colours

- 1.3.1. The Association colours shall be MacGregor Tartan, Red, Green, Yellow and White.

1.4. Motto

- 1.4.1. The Association motto shall be "Clean, Fair Sport"

2. Management Committee and Sub-Committees

2.1. Management committee

- 2.1.1. In accordance with the rules of the association, the composition of the management committee must have at least three members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the association members elect at a general meeting.
- 2.1.2. The association's management committee currently comprises the following positions:
 - a. president;
 - b. vice-president;
 - c. secretary;
 - d. treasurer;
 - e. 3 x general committee members;
 - f. Only a maximum of two financial members from any affiliated club or three independents can hold positions on management.
- 2.1.3. The management committee aims to meet at least once every calendar month.

2.2. Meetings of the Management Committee

- 2.2.1. The date, time and place of the next meeting of the Management Committee shall be fixed by the Management Committee at the end of each Management Committee Meeting and each member of the Management Committee shall be notified of the same. Unless there is some subsequent alteration made by the Management Committee to the date, time or place of the regular monthly Meeting, no further notice of the same need be given.
- 2.2.2. The Chairperson of the Management Committee Meetings shall have a casting vote only.
- 2.2.3. No proxies shall be allowed at Management Committee Meetings.
- 2.2.4. The President and Secretary shall be ex-officio members of all Sub-Committees except where the President and/or Secretary fail to meet specific Sub-Committee qualifications.

2.3. Application for Membership

- 2.3.1. Application for membership shall be on the appropriate form prescribed and shall be lodged with the Secretary.
- 2.3.2. Affiliated Clubs shall notify the Secretary of any change in the particulars given on its application form within seven (7) days of such change occurring.
- 2.3.3. Before submitting an application for membership, the Secretary shall ascertain that the body applying for affiliation:
 - a. intends to compete regularly in matches approved by the Association;
 - b. can meet its financial obligations;
 - c. nominates coaches who have obtained a minimum Foundation Coaching Certificate or those that will obtain a Foundation Course at the earliest opportunity in the year of coaching;
 - d. nominates umpires who have their Level 1 Umpires course;
 - e. where applicable, all members are to hold a current Child Protection Volunteers Suitability Card.

2.4. Life Membership eligibility

- a. Life membership is open to persons who have rendered extraordinary and meritorious service as determined by the MacGregor Management Committee.

2.5. Affiliation fees, subscriptions and levies

- 2.5.1. Playing members shall be liable to pay to the Association:
 - a. affiliation fee and team registration fee payable with application for membership;
 - b. registration Fees – for each player registered with any team taking part in fixtures controlled by the Association as will be determined by the Management Committee, payable prior to the commencement of such fixtures;
 - c. special Levies – such special levies for any specific purpose to be fixed by the Management Committee as and when necessary.

2.5.2. Amounts of all above fees to be decided by the Management Committee and such amounts to be advised to all Affiliated Clubs.

2.6. Representation and voting at general meetings

- 2.6.1. Each affiliated Club shall be entitled to be represented at any meeting of the Association by two (2) financial delegates, each such delegate having full voting rights – namely one (1) vote per delegate.
- 2.6.2. All other members of the Association may attend any General Meeting of the Association and shall be entitled to speak upon any motion but shall not be entitled to vote.
- 2.6.3. Each member of the Management Committee shall be entitled to attend any General Meeting of the Association and shall be entitled to propose and second and/or speak upon any motion thereat, but no member of the Management Committee save and except the President or Vice- President actually occupying the chair shall be entitled to vote. The Chairperson at any General Meeting shall have a casting vote only.
- 2.6.4. Voting at all General Meetings shall be by a show of hands unless ballot is required by the Rules or Bylaws or demanded by at least two-thirds of the delegates present and entitled to vote.
- 2.6.5. A motion may be carried by a simple majority of delegates present and voting unless otherwise provided in the Rules.
- 2.6.6. General Meetings of the Association shall be held at the discretion of the Management Committee or upon the written request of any Affiliated Club.

2.7. Management committee and Sub-Committees

- 2.7.1. The Convenor of all Sub-Committees shall be elected by the club voting delegates at the Annual General Meeting.
- 2.7.2. The Management Committee shall have the power to appoint when necessary Sub-Committees as required and may confer upon them such authority as deemed necessary.
- 2.7.3. No proxy representatives shall be allowed for the Management Committee nor for any Sub-Committee appointed or authorised by the Association.
- 2.7.4. The Sub-Committees shall perform the function prescribed by the By-Laws in the manner therein prescribed.
- 2.7.5. All Management Committee members shall be either financial members of an affiliated Club, or an Independent financial member of the Association.
- 2.7.6. All members of Sub-Committees shall be either financial members of an affiliated club, serving members of the current Management Committee or Independent financial members of the Association.
- 2.7.7. All members of the Management Committee and Convenors of the Sub-Committees shall be elected by the club voting delegates at the Annual General Meeting.
- 2.7.8. Positions and casual vacancies occurring on any Sub-Committee shall be filled by the Management Committee.

2.7.9. At any meeting of any Sub-Committee, a quorum shall comprise of at least 50% +1 of its members.

2.8. Duties of Management Committee

The duties of the Management Committee shall be as listed below as well as Position Role Descriptions giving more detailed information about each role:

PRESIDENT

2.8.1 The President shall:

- a. oversee all aspects of the Association;
- b. preside at all General Meetings of the Association and the Management Committee;
- c. represent the Association whenever possible;
- d. liaise with Government Departments and local authorities;
- e. prepare a report of the year's activities for presentation to the Annual General Meeting;
- f. act as the Liaison between the Association and Queensland Netball Association and attend all General Meetings and conferences of the Queensland Netball Association and if unavailable, request the Management Committee to appoint a proxy in his/her stead;
- g. present a report following Queensland Netball Association General Meetings and/ or Special General Meetings and Conferences;
- h. handle all issues, complaints, concerns arising from clubs and their committees and liaise with the Junior Vice-President and the Protest Convener when required;
- i. be the liaison re issues, complaints, concerns from our MacGregor Netball Associations Representative teams as required;
- j. act as a mediator and mentor for committee personnel and club personnel when required.

VICE-PRESIDENT

2.8.2. The Vice-President shall:

- a. attend all General Meetings of the Association and its Management Committee and in the absence of the President, preside over the meeting or represent the Association;
- b. be responsible for the procurement of grants and sponsorships as agreed upon by the Management Committee;
- c. oversight of the publicity and promotions of the association on social media and will report back to Management Committee on such activities.

SECRETARY

2.8.3 The Secretary shall:

- a. attend all General Meeting and meetings of the Management Committee and carry out all directions given at such Meetings;
- b. issue all notices of Meetings in accordance with the Rules, accompanied by an Agenda;
- c. conduct the correspondence of the Association and keep in proper files all Association records and reports of Sub-Committees, Delegates and Officials;
- d. keep a record of names and addresses of Secretaries of all Affiliated Club Officials of the Association;
- e. receive and place before the Management Committee all applications for membership;
- f. keep a written or electronic record of all Bylaws of the Association and alterations thereto including the date on which alterations came into force and advise members of alterations thereof, and have these changes recorded in the updated version of the MacGregor Netball Bylaws;
- g. keep current a Register of Uniforms of Affiliated Clubs;
- h. manage details of lease agreements and ensure the Management Committee is advised of details of these agreements and its obligations.
- i. understand and ensure compliance of the association with the obligations under the [Working with Children \(Risk Management and Screening\) Act 2000](#), Queensland's Working with Children Check as regulated through the blue card system through the upkeep of records of members blue cards through collaboration with Affiliated Clubs
- j. carry out additional duties as required or as directed by the Management Committee.

TREASURER

2.8.4 The Treasurer shall:

- a. keep all the books and accounts of the Association and prepare a statement of receipts and expenditure for presentation to each Management Committee Meeting and each General Meeting;
- b. receive all monies and issue receipts for all payments, deposit such money into the bank and make available the statements for each Management Committee Meeting and each General Meeting;
- c. present all accounts incurred by the Association to be passed for payment by the Management Committee. In matters of urgent necessity, payment maybe made after authorisation by the management committee and then must be ratified at the next Management Meeting;

- d. close the books on the 31 August each year and prepare Financial Statements for the inspection and signature of the Auditors and present same at the Annual General Meeting;
- e. ensure the Representative Co-Ordinator has received all Representative monies prior to an event or as requested.

GENERAL MANAGEMENT COMMITTEE MEMBERS

2.8.5 General management committee member:

- a. attend management committee meetings and general meetings of the association;
- b. work closely with other management committee members to achieve the objectives of the association and to ensure its general wellbeing;
- c. be aware of all current and planned association activities;
- d. serve as chair of subcommittees as appointed;
- e. report to the Management Committee, operational positions and general members of the association as appropriate.
- f. perform duties as directed by the Management Committee including but not limited to those detailed below:

MANAGEMENT COMMITTEE MEMBER 1

- i. oversight of the Association's facilities including but not limited to court, grounds and building upgrades and maintenance.

MANAGEMENT COMMITTEE MEMBER 2

- i. oversight of the Association's fundraising and events activities throughout the year.

MANAGEMENT COMMITTEE MEMBER 3

- i. community and cultural liaison.

2.9 Umpiring Convenor

- a. The Umpiring Convenor shall be elected by the Club voting delegates at the AGM and preside over the Umpiring Sub-Committee;
- b. The duties of the Umpiring Convenor shall be:
 - i. ensure all umpires are being guided in their development of skills in working towards achievement of National Accreditation through Netball Australia by connections with appropriately qualified umpires to undertake badging examinations;
 - ii. grading, support and control of umpires at both the club and Association level;
 - iii. the preparation of an umpires draw for Fixtures or carnivals or as requested and to provide suitably qualified umpires of the appropriate standard;

- iv. make recommendation to the President for umpires as required to fulfill the Association's Representative Commitments
- v. other duties relating to umpires as may be directed by the Management Committee.

2.10 Protest Convenor

- 2.10.1 The Protest Convenor shall be elected by the club voting delegates at the annual general meeting, they should be independent of the Management or Club Committees.
 - a. The duties of the Protest Convenor shall be to receive and review all protests received by financial members in relation to fixtures and competition controlled by the Association.

2.11 Canteen Convenor

- 2.11.1 The Canteen Convenor shall be elected by the club voting delegates at the AGM;
- 2.11.2 they are responsible for the running of the Association Canteen under the direction of the President and the Treasurer;
- 2.11.3 they shall be responsible for stocktake and other duties as directed by the President and the Treasurer.

2.12 Coaching Convenor

- 2.12.1 The Coaching Convenor is required to hold a current minimum National Coaching Accreditation and be a practicing coach at MacGregor.
- 2.12.2 The duties of the Coaching Convenor shall be:
 - a. to coordinate the Coaching Sub-Committee;
 - b. to arrange coaching courses and clinics as required;
 - c. to encourage, train and assist coaches, where required;
 - d. to promote and participate in coaching programs, as set down by Queensland Netball Association Inc.;
 - e. such other duties relating to coaching as may be directed by the Management Committee or President;
 - f. the Coaching Convenor shall submit to the Management Committee recommendations of Representative Coaching positions.

2.13 Representative Coordinator

- 2.13.1 The Representative Coordinator and Sub-Committees shall be selected by the Management Committee as required for relevant tasks throughout the year pertinent to Representative teams.
 - a. The duties of the Rep Coordinator and Sub-Committees shall be in cooperation with the Junior Vice President and can include:

- i. Organization of trials for the selection of players for teams to represent the Association at various competitions throughout the year under the direction of the Junior Vice President;
- ii. ensure player eligibility for representation of Macgregor Netball Association as indicated by Bylaws written below;
- ii. produce documentation to be sent out to eligible players, coaches, managers and umpires on the times and criteria for selection into a representative team;
- iii. coordinate with the Coaching Convenor to create selection panels for representative trials. Each Selection Panel is to consist of a minimum of three (3) members;
- iv. coordination and organisation of relevant team officials and players agreement/player profiles are completed when required;
- v. ensure all registration or competition fees related to representative teams are paid as detailed in their relevant agreements and work under the direction of the Treasurer;
- vi. shall oversee and coordinate all travel arrangements for team travelling and also any equipment required for these events;
- vii. shall oversee and coordinate all uniforms arrangements to ensure that all stock has been ordered and ready for collection by players when required;
- viii. shall be the liaison with Junior Vice-President between players/parents and Management Committee.

2.14 Delegates and/or officials

- a. The Management Committee may appoint a Minute Secretary to record the proceedings at all meetings of the Association or of its Sub-Committees and the minutes shall be forwarded to the Secretary not more than seven (7) days after the date of such meetings.
- b. Appointment of Coaches, Managers, and Umpires for all or any of the Association's Representative Teams shall be dealt with in the following manner:
 - i. Coaches' nominations called for: recommendation by Coaching Convenor – approved by Management Committee;
 - ii. Managers nominations called for: recommendation by Rep Coordinator - approved by Management Committee;
 - iii. Umpires recommendation by Umpiring Convenor: approved by Management Committee.
- c. Appointed Delegates and/or Officials shall be at all times under the direction of the Management Committee and shall abide by its instructions.
- d. The Management Committee shall appoint a Delegate to attend Queensland Netball Association meetings as required.

3. Representative Teams

- 3.1.1. When appropriate, the Association will compete in events conducted by other Associations, Netball Queensland (NQ) as the State body, and Greater Brisbane Netball League (GBNL).
- 3.1.2. Qualification for selection in a team to represent MacGregor shall be:
 - a. membership of a team registered with a fully financial Club of the Association and shall be eligible to present themselves for the full duration of the appropriate trials;
 - b. proof of regular participation in the day season competition with a minimum of five (5) fixture games to be played. For male players over the age of 12 or for extenuating circumstances exceptions can be made at the discretion of the Coaching Convenor and approved by the Management Committee;
 - c. players will be ineligible for selection in a Representative team if they are currently participating in fixtures at other Associations which are held in conflict with MacGregor Netball Association fixtures;
 - d. players will be ineligible for selection in a Representative team if they are un-financial members of this Association or Netball Queensland Association Inc.;
- 3.1.3. All players nominated for selection in the Representative teams will be required to attend all the events the Association may nominate for their team.
- 3.1.4. The Coaching Convenor may recommend to the Management Committee to replace at any time any selected player or players who fail to fulfil their obligations or who become unfit to participate. The Manager or Coach may report any such player or players to the Coaching Convenor.
- 3.1.5. The Management Committee shall approve the appointment of Coach, Manager and Umpires for all Representative teams based on the recommendations of the Coaching, Umpiring and Representative Convenors.

4. Uniforms

4.1 Representative

- 4.1.1 The uniform to be worn by teams selected and approved by the Association in MacGregor shall be:
 - i. travel/training polo shirt incorporating MacGregor tartan pattern;
 - ii. a-line dress or playing singlet and shorts with incorporated MacGregor tartan pattern;
 - iii. white socks with red lettering printed on the side;
 - iv. appropriate footwear;
- 4.1.2 This uniform shall be registered with NQ and other competition organisers and shall not be worn by any other teams affiliated or associated with the Association.

- 4.1.3 Officials and Players are to meet uniform costs as determined by the Management Committee.
- 4.1.4 Coaches, Managers and Umpires representing the Association must be correctly attired at the direction of the relevant Convenors.

4.2 Affiliated Clubs

- 4.2.1 Each full member team or Club shall on first applying for membership, supply to the Secretary full written particulars of its uniform, which must be approved by the Management Committee before being adopted. No team or Club shall change its approved uniform without first obtaining consent
- 4.2.2 Newly registered players may be out of uniform for three (3) fixture games or as approved by the Fixtures Convenor;
- 4.2.3 Written request may be sought from the Fixtures Convenor if the uniform is not available in the stated time;
- 4.2.4 No player may take the court unless they are in designated club uniform. Socks do not have to be of club specifications, bummers must be club designated or black;
- 4.2.5 Any player that takes the court not in Uniform without meeting Bylaws will be removed from the game.

5 Rules of Play

5.1 General Rules

- 5.1.1 The rules of play shall be as per the current “Official Rules of Netball Australia” excluding Tactical Changes.

5.2 Fixture Rules

As outlined in the Day Season or Night Season Competition Manuals.

6 Communication

6.1 Correspondence

- 6.1.1 All formal association correspondence must be on association letterhead or association email and signed by the president or secretary.

6.2 Information to members

- 6.2.1 The association will make the following information available to all members:
 - a. club contact details;
 - b. rules and bylaws;
 - c. fixture details;
 - d. email addresses for association convenors;
 - e. calendar of association events and important dates;
 - f. details of courses, seminars and other professional development opportunities;

g. codes of behaviour.

7 Finance

7.1 Fees and levies

- 7.1.1 As per rule 3.3.1 in the association's rules, the membership fee for each class of membership, other than life membership, is:
 - a. the amount decided by the management committee; and
 - b. payable when, and in the way, the management committee decides.
- 7.1.2 Fees and levies are reviewed annually.
- 7.1.3 Fees must be paid prior to the first activity of the season unless a payment plan is agreed with the Management Committee.
- 7.1.4 If a member on a representative payment plan misses a payment, that member will be excluded from any activities until payments are brought up to date.
- 7.1.5 Subject to extenuating circumstances at the discretion of the management committee, no association refunds shall be given after a member has taken the court.
- 7.1.6 Notwithstanding 10.1.5, any non-refundable expenses paid by the association on behalf of a player shall not be refunded.
- 7.1.7 Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with rule in the association's rules.

7.2 Reimbursement of approved out-of-pocket expenses

- 7.2.1 Management committee members and other key volunteers shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association. Reimbursement will be made following supply of receipts, which should be supplied within 2 weeks of incurring the expenses.

7.3 Fundraising

- 7.3.1 Individual teams/clubs must seek approval from the Management Committee 2 for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided.

7.4 Professional development

- 7.4.1 The Association encourages members to take advantage of opportunities for skill development by attending courses, seminars and other personal development activities.
- 7.4.2 The Association may cover some of the total cost of members attending courses, seminars or other training that is considered to be of benefit, subject to management committee approval. The balance of the costs paid by the member may be reimbursed following 12 months service to the association subject to management committee approval.

- 7.4.3 All Association officials will be encouraged to obtain relevant accreditation to support their skill development and to improve the quality of instruction provided to members.
- 7.4.4 The Association will not appoint any person to an official position unless that person has achieved the minimum standard of accreditation required or has committed to obtaining the relevant minimum standard accreditation within an agreed timeframe.

8 Revisions

Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment
2	1.3	Nov 2023	Nov 2023	Kelly Downey	Added all tartan colours
1	2.1.2f	Nov 2023	Nov 2023	Kelly Downey	Added
3	3	April 2024	April 2024	Sue Jostsons	Remove reference to Qld Cup and add GBNL and playing singlet and shorts.
4	5	April 2024	April 2024	Sue Jostsons	Remove fixture rules and refer to competition manual
5	6	April 2024	April 2024	Sue Jostsons	Removed scoring as Live Scoring introduced for competitive divisions.
6	11	April 2024	April 2024	Sue Jostsons	Removed policies which are now included in the competition manual.
7	Multiple sections	November 2024		Catherine Smith, Sue Jostsons and Deborah Morton	Multiple changes made including position descriptions for Management and Sub-Committees
8	Multiple sections	November 2025		Sue Jostsons	Updated management position descriptions