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1.0 – 5.1: suspended pending comprehensive review.

6.0 STANDING ORDERS FOR EXECUTIVE COMMITTEE MEMBERS

6.1 Chairperson

6.1.1 The order of precedence for taking the chair at meetings of the Executive Committee shall be as defined in Section 9.7 of the Constitution of the Association

6.1.2 The Chairperson shall have power to rule on any question arising under Standing Orders.

6.2 Membership

6.2.1 The members shall be as specified in Section 7 of the Constitution of the Association.

6.2.2 Salaried Officials may attend meetings at the discretion of the Executive Committee.

6.2.3 Observers may attend meetings at the discretion of the Executive Committee but they may not participate in debate except at the invitation of the Chairperson and they shall not be entitled to vote. They must leave the meeting immediately on the instruction of the Chairperson.

6.3 Business

6.3.1 The order of business at meetings of the Executive Committee shall be as per the Agenda.

6.3.2 The Minutes and Reports of Working Committees shall normally be presented by the relevant Working Committee Chairperson and such Minutes and Reports shall be in writing.

6.3.3 The Minutes and Reports of Working Committees shall normally be included on the Agenda of meetings of the Executive Committee for ratification and approval.

6.4 Speeches

6.4.1 Members shall always address themselves to the Chairperson.

6.4.2 No speech shall be permitted that is not relevant to the business of the meeting or to a Point of Order or information.

6.4.3 In the event of a dispute as to the relevance of a speech the Chairperson shall decide and this decision shall be final.

6.5 Motions and Amendments

6.5.1 Any member shall be entitled to propose or second any motion of amendment.

6.5.2 An amendment to a motion may be proposed by any member during the debate on that motion.

6.5.3 Amendments must be pertinent to and such as to modify but not negate the original motion.

6.5.4 A motion or amendment must have a proposer and a seconder before the meeting can move to vote on the matter.

6.5.5 An amendment to a motion once proposed and seconded must be discussed and voted upon before discussion of the original motion can continue. No further amendment to the original motion may be proposed until the first amendment has been resolved.

6.5.6 If any amendment is carried or accepted by both the proposer and seconder of the original motion the amended motion displaces the original motion.

6.5.7 On a motion ruled out of order by the Chairperson no further discussion on it may take place at the meeting.

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- 6.6 Voting
- 6.6.1 The voting rights at meetings of the Executive Committee shall be as defined in Section 9.8 of the Constitution of the Association.
- 6.6.2 A member shall not be entitled to vote on any question that might affect them with a view to personal gain or where a reasonably perceived conflict of interest exists.
- 6.6.3 All matters shall be decided by simple majority on a show of hands or by secret ballot of requested by any member.
- 6.6.4 The result of the vote shall be recorded in the Minute book of the Executive Committee of the Association without reference to the actual votes recorded for and against a motion.

7.0 STANDING ORDERS FOR GENERAL MEETINGS OF THE ASSOCIATION

- 7.1 Chairperson
 - 7.1.1 The order of precedence for taking the Chair at General Meetings of the Association shall be defined in Section 9.7 in the Constitution of the Association.
 - 7.1.2 The Chairperson shall have the power to rule on any question arising under Standing Orders and Point of Order.
 - 7.1.3 The Chairperson may not propose or second a motion or nomination except if they vacate the Chair for the duration of the relevant debate and vote. Before vacating the Chair they shall ensure that the members present and eligible to vote elect a temporary Chairperson for the duration of the relevant debate and vote.
- 7.2 Right of Attendance
 - 7.2.1 At the discretion of the Chairperson observers may attend General Meetings but they may not participate in debate except at the invitation of the Chairperson. They shall not be eligible to vote and they must leave the meeting immediately on the instruction of the Chairperson.
 - 7.2.2 If in the opinion of the Chairperson a person is unreasonably preventing the course of business they may instruct that person to remain silent for the remainder of the present debate. If the person disregards this ruling the Chairperson shall be empowered to order that person to leave the meeting.
- 7.3 Voting
 - 7.3.1 The voting rights at General Meetings shall be defined as Section 11.4 of the Constitution of the Association.
 - 7.3.2 No person may speak or vote in more than one capacity.
 - 7.3.3 The voting procedure shall be set out in Section 10.4 of the Constitution of the Association.
 - 7.3.4 The result of the vote shall be recorded in the Minutes Book of the Association without reference to the actual votes recorded for and against a motion.
- 7.4 Business
 - 7.4.1 No business may be transacted except that which is included on the Agenda except for procedural motions.
- 7.5 Speeches
 - 7.5.1 Speakers shall always address themselves to the Chairperson.
 - 7.5.2 Any person wishing to speak shall raise his/her hand. When two or more persons wish to speak the Chairperson shall normally call upon the person whom he/she first observed.
 - 7.5.3 A person shall remain silent upon being requested to do so by the Chairperson.

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- 7.5.4 The Chairperson shall not allow a speech which is not relevant to the business or to a point of order of information.
- 7.5.5 A person speaking shall not be interrupted except as provided for in these Standing Orders.
- 7.5.6 The relevance of any speech shall be decided by the Chairperson whose decision shall be final except as provide for in these Standing Orders.
- 7.6 Motions
- 7.6.1 The discussion on a motion shall be opened by the Chairperson calling on the proposer to formally propose the motion and make the opening speech.
- 7.6.2 After the opening speech the motion is open to general discussion.
- 7.6.3 No further debate or points of information shall be allowed during or after the summing-up speech.
- 7.7 Points of Order and Information
- 7.7.1 Points of information may be raised at any time except during or after a summing-up speech and shall be dealt with as direct by the Chairperson.
- 7.7.2 Points of order may be raised at any time and shall be dealt with by the Chairperson. However, under no circumstances may the Chairperson be interrupted.
- 7.7.3 Points of order may be raised only to question the procedure of the meeting and shall be dealt with immediately by the Chairperson whose decision shall be final except as provided for in these Standing Orders.
- 7.7.4 If, in the opinion of the Chairperson, points of order or information are being raised solely to prevent a speaker from stating his/her arguments or to obstruct the course of business the Chairperson may refuse to accept any further request for points of order or information during the remainder of the speakers remarks. However, a point or order must be taken at the end of the speech.

8.0 TERMS OF REFERENCE

- 8.1 President
- 8.1.1 The position of President of Netball Ireland shall be an Honorary one.
- 8.1.2 The President shall preside at General Meetings.
- 8.1.3 The President shall preside at Executive Committees Meetings.
- 8.1.4 The President shall vacate the position at the end of each season.
- 8.1.5 The President shall appear in an official capacity at all International Matches.
- 8.1.6 The President shall be an ex officio member of all Working Committees.
- 8.1.7 The President shall exercise a general supervision in all aspects of the Association.
- 8.2 Vice President
- 8.2.2 The position of Vice President of Netball Ireland shall be an Honorary one.
- 8.2.3 The Vice President shall preside at Executive Committees Meetings, when required
- 8.2.4 The Vice President shall vacate the position at the end of each season.
- 8.2.5 The Vice President shall support the President and undertake whatever part of the Presidents work is assigned to her.
- 8.2.6 The Vice President shall be an ex officio member of all Working Committees.
- 8.2.7 The Vice President shall attend official functions when required.
- 8.3 Honorary Secretary
- 8.3.1 The position of Secretary of Netball Ireland shall be an Honorary one.
- 8.3.2 The Secretary shall vacate the position at the end of each season.

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- 8.3.3 The Secretary shall conduct the business of the Association as directed by the Executive Committee.
- 8.3.4 The Secretary shall record the Minutes of all Executive Committee Meetings and General Meetings, keep correspondence, names and addresses of all Executive Committee Members and representatives of all Working Committees.
- 8.3.4 The Secretary shall correspond with all Members on matters relating to the AGM.
- 8.3.5 The Secretary shall correspond with all Members in relation to Affiliation and Registration as set out in Section 13 of the Constitution of the Association.
- 8.3.6 The Secretary shall correspond with the World Netball.
- 8.3.7 The Secretary shall prepare Agenda's for Executive Committee Meetings and General meetings in consultation with the President.
- 8.3.9 The Secretary shall present a Report to Executive Committee Meetings and the AGM.
- 8.3.10 The Secretary shall be an ex officio member of all Working Committees.
- 8.4 Honorary Treasurer/Registrar
- 8.4.1 The position of Treasurer/Registrar of Netball Ireland shall be an Honorary one.
- 8.4.2 The Treasurer/Registrar shall be responsible for monitoring and verifying the finances of the Association in consultation with the Executive Committee.
- 8.4.3 The Treasurer/Registrar shall be responsible for the payment of Fees and Expenses and keep adequate receipts and documents.
- 8.4.4 The Treasurer/Registrar shall normally pay accounts due by the Association by cheque, which will be signed by him/herself and another member of the Executive Committee.
- 8.4.5 Where the Treasurer/Registrar considers it advisable, they will seek the authority of the Executive Committee for any exceptional expense or payment.
- 8.4.6 The Treasurer/Registrar shall present at Executive Committee Meetings a current Financial Statement.
- 8.4.7 The Treasurer/Registrar shall keep a register of all members and be responsible for monitoring and supervising Registration and Affiliation procedures.
- 8.4.8 The Treasurer/Registrar shall prepare and submit to an Auditor a Balance Sheet and Statement of Accounts.
- 8.4.9 The Treasurer/Registrar shall present an Annual Report and Audited Balance Sheet at the AGM of the Association.
- 8.4.10 The Treasurer/Registrar shall be an ex officio member of all Working Committees.
- 8.4.11 The Treasurer/Registrar shall carry out the financial instruction of the Association and Executive Committees as directed.
- 8.4.12 The Treasurer/Registrar shall vacate the position at the end of each season.
- 8.5 Child Protection Officer
- 8.5.1 The position of Child Protection Officer of Netball Ireland shall be an Honorary one.
- 8.5.2 The Child Protection Officer shall promote and assist members to meet their child safeguarding requirements, and to be the first port of call for any child protection concerns or queries on the Child Protection Policy of the Association.
- 8.5.3 The Child Protection Officer shall liaise with other statutory authorities and agencies as appropriate on the Child Protection Policy of the Association.
- 8.5.4 The Child Protection Officer shall ensure that all relevant volunteers of the Association are aware of the organisations Garda Vetting Policy, arrange Garda Vetting on behalf of the Association and maintain suitable vetting records.

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- 8.5.5 The Child Protection Officer shall assist with the ongoing development and implementation of Netball Ireland's Child Protection needs.
- 8.5.6 The Child Protection Officer shall present a report to Executive Committee Meetings and the AGM.
- 8.6 Coaching Convenor
- 8.6.1 The position of Coaching Convenor of Netball Ireland shall be an Honorary one.
- 8.6.2 The Coaching Convenor shall form a Working Committee.
- 8.6.3 The Coaching Convenor shall organise the qualification of new Coaches.
- 8.6.4 The Coaching Convenor shall organise the qualification of existing Coaches onto a higher grade.
- 8.6.5 The Coaching Convenor shall organise Coaching Courses.
- 8.6.6 The Coaching Convenor shall present a report to Executive Committee Meetings and the AGM.
- 8.6.7 The Coaching Convenor shall review the structure of Coaching within the Association.
- 8.6.8 The Coaching Convenor shall preside over a panel of Selectors to select International Squads.
- 8.6.9 The Coaching Convenor shall vacate the position at the end of each season.
- 8.7 Umpiring Convenor
- 8.7.1 The position of Umpiring Convenor of Netball Ireland shall be an Honorary one.
- 8.7.2 The Umpiring Convenor shall form a Working Committee.
- 8.7.3 The Umpiring Convenor shall organise the qualification of new Umpires.
- 8.7.4 The Umpiring Convenor shall organise the qualification of existing Umpires onto higher grades.
- 8.7.5 The Umpiring Convenor shall organise Umpiring Courses.
- 8.7.6 The Umpiring Convenor shall select Umpires for International Fixtures.
- 8.7.7 The Umpiring Convenor shall review the structure of Umpiring within the Association.
- 8.7.8 The Umpiring Convenor shall present a Report at Executive Committee Meetings and the AGM.
- 8.7.9 The Umpiring Convenor shall vacate the position at the end of each season.
- 8.8 International Squads Manager
- 8.8.1 The position of International Squads Manager of Netball Ireland shall be an Honorary one.
- 8.8.2 The International Squads Manager shall form a Working Committee.
- 8.8.3 The International Squads Manager shall organise date, time and venue for International Squad Trials.
- 8.8.4 The International Squads Manager shall inform all schools and clubs of International Squad Trials.
- 8.8.5 The International Squads Manager shall organise International Squad training sessions (date, times, venues etc.).
- 8.8.6 The International Squads Manager shall be responsible for International Squad equipment (i.e. netballs, bibs, gear etc.).
- 8.8.7 The International Squads Manager shall be responsible for advising International Squad members of training sessions and any other relevant information.
- 8.8.8 The International Squads Manager shall liaise with Squad Coaches, Executive Committee and Squad members.
- 8.8.9 The International Squads Manager shall ensure that a member of their Committee is in attendance at International Squad training sessions to deal with any problems that may arise.

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- 8.8.10 The International Squads Manager shall be responsible for ensuring that each player is properly kitted out in International Matches.
- 8.8.11 During Matches, the International Squads Manager shall be responsible for keeping Umpires, other teams and scorekeepers up to date with any line-up changes.
- 8.8.12 The International Squads Manager shall take all measures and precautions to ensure the good conduct, well being, and behaviour of players prior to, during, and after all International Matches.
- 8.8.13 The International Squads Manager shall be responsible for the collection of all monies due to the Association for International Squad members.
- 8.8.14 The International Squads Manager shall present a Report at Executive Committee Meetings and the AGM.
- 8.8.15 The International Squads Manager shall vacate the position at the end of each season.
- 8.8.16 The International Squads Manager shall organise Home International matches including hire of hall, scorekeepers, anthems, flags, march on's, lunches and post match dinner.
- 8.8.17 The International Squads Manager shall correspond with the relevant officials of other Netball Committees on matters relating to International Fixtures.
- 8.8.18 The International Squads Manager shall make travel arrangements and accommodation bookings where necessary for away International events.
- 8.8.19 The International Squads Manager shall organise accommodation for visiting International Teams.
- 8.9 Fundraising Officer**
- 8.9.1 The position of Fundraising Officer of Netball Ireland shall be an Honorary one.
- 8.9.2 The Fundraising Officer shall form a Working Committee.
- 8.9.3 The Fundraising Officer shall work in close association with the Press Officer.
- 8.9.4 The Fundraising Officer shall organise fund raising events.
- 8.9.5 The Fundraising Officer shall endeavour to obtain sponsorship.
- 8.9.6 The Fundraising Officer shall present a report to Executive Committee Meetings and the AGM.
- 8.9.7 The Fundraising Officer shall vacate the position at the end of each season.
- 8.10 League Administrator**
- 8.10.1 The position of League Administrator of Netball Ireland shall be an Honorary one.
- 8.10.2 The League Administrator shall liaise between clubs and the Executive Committee on all matters relating to the Clubs branch.
- 8.10.3 The League Administrator shall present a Report to Executive Committee Meetings and the AGM.
- 8.10.4 The League Administrator shall be responsible for the organisation and ongoing management of all Senior League Competitions, inclusive of match dates, times, venues, teams, umpires, and record of player involvement.
- 8.10.5 The League Administrator shall present a report at Executive Committee meetings and the AGM.
- 8.10.6 The League Administrator shall vacate the position at the end of each season.
- 8.11 Youth Development Officer**
- 8.11.1 The position of Youth Development Officer of Netball Ireland shall be an Honorary one.
- 8.11.2 The Youth Development Officer shall liaise between clubs and the Executive Committee on all matters relating to the Schools branch.

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- 8.11.3 The Youth Development Officer shall present a Report to Executive Committee Meetings and the AGM.
- 8.11.4 The Youth Development Officer shall vacate the position at the end of each season.
- 8.12 Social Media and Communication**
- 8.12.1 The position of Social Media and Communications of Netball Ireland shall be an Honorary one.
- 8.12.2 The Social Media and Communications shall present a report at Executive Committee Meetings and the AGM.
- 8.12.3 The Social Media and Communications shall vacate the position at the end of each season.
- 8.12.4 The Social Media and Communications shall form a Working Committee giving the Committee specific short term objectives (one season) and also long term objectives e.g. World Tournaments.
- 8.12.5 The Social Media and Communications shall write and distribute Press Releases for International Events and any other items appropriate to Newspapers, TV, Radio, Magazines and local community papers.
The Social Media and Communications shall phone newspapers, TV, Radio with Press Releases on the day or day prior to the event.
- 8.12.6 The Social Media and Communications shall phone reports and results of games to newspapers, TV, Radio etc. directly after the event.
- 8.12.7 The Social Media and Communications shall promote and present Home Internationals e.g. poster distribution to schools, clubs and other public places, and organise entertainment at matches e.g. DJ/Disco, Music, Raffles etc.
- 8.12.8 The Social Media and Communications shall produce programmes for Home Internationals, organise printing, information and also sell advertisement space.
- 8.12.9 The Social Media and Communications shall be present at all events to deal with Press/TV/Radio correspondents.
- 8.12.10 The Social Media and Communications shall organise Press Receptions for sponsorship announcements.
- 8.13 Guidelines for Officers and Executive Members**
- 8.13.1 The following are advisory guidelines for members of the Executive Committee and its Working Committees regarding their conduct and the expected method of operation of these persons.
- 8.13.2 All decisions made within the capacity of Committee roles should be objective. Any subjective (i.e. private or personal) interest must not influence any decision. Where possible, members should avoid any occasion for potential subjective conduct.
- 8.13.3 Business discussed at Executive Committee Meetings and Working Committee Meetings is of a confidential nature and should not be discussed without the consent of the relevant Committee.

Changes made

- AGM 2007 Added Mixed League Representative to Section 8.
- AGM 2014 Change in reference IFNA to INF to reflect change in name from the International Federation of Netball Associations ('IFNA') to the International Netball Federation ('INF').

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- AGM 2015 Updated to align with International Eligibility Criteria of the INF and to reflect adoption of the Anti-Doping Rules of the Irish Sports Council.
- AGM 2016 Updates to reflect new body of Sport Ireland and to set out key roles of Netball Ireland Child Protection Officer
- AGM 2019 Removal of gendered language; expansion of the Terms of Reference pertaining to the roles of Schools Representative, Mixed League Representative, and League Administrator; reorganization of Terms of Reference pertaining to the role of Child Protection Officer and inclusion of role definition and report submission/s required for same.
- AGM 2020 Various amendments as detailed in Document "AGM 2020 Minutes".
- AGM 2021 Amended wording of 3.2 and 3.3 – replaced "Republic of Ireland" with "Netball Ireland"; changed "International Netball Federation" and "INF" to "World Netball"
- AGM 2022 Moved: Press Officer from 8.5 to 8.12, and Child Protection Officer from 8.12 to 8.5
- AGM 2023 Articles 1.0 to 5.1 suspended pending comprehensive review. Contents of the same are out-dated and governed under other NI policies and procedures. 'Press Officer' amended to 'Social Media and Communications'.