



**DUBAI NETBALL LEAGUE**  
DUBAI NETBALL LEAGUE

# CONSTITUTION 2015 – 2017



Revision	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
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As at September 2015, the Constitution reads as follows:

#### **1. NAME**

The name of the organisation is called the Dubai Netball League (abbreviated to DNL) and also referred to as “The League”.

#### **2. PURPOSE**

This Constitution is a set of fundamental principles in which the Dubai Netball League is governed. These rules constitute what the entity is prescribing the nature, functions, and limits of DNL.

#### **3. VISION**

To be the leading non-profit entity that promotes the participation and development of the sport of netball in Dubai, United Arab Emirates (UAE).

#### **4. MISSION**

To provide services that support and promote the development and improvement of the game of netball in Dubai and throughout the Arabian Gulf in general.

#### **5. OBJECTIVES**

- To be a non-profit organisation that is formed as a voluntary body for the sport of netball in Dubai.
- To effectively organise and operate an annual netball competition for social and competitive players in Dubai.
- To effectively organise and deliver tournaments and social events that promotes and develops netball.
- To effectively organise (on rotation) and attend the annual Inter-gulf Tournament and represent Dubai, as part of United Arab Emirates (UAE).
- To ensure rules and regulations defined in the Constitution and DNL Handbooks are adhered to at all times.
- To ensure all INF/ANF rules for associate membership are adhered to at all times.
- To communicate all INF/ANF information regarding netball competitions and effectively organise DNL teams/player’s opportunities to participate.
- To ensure any surplus funds raised or earned and property obtained by the DNL will be reinvested solely for these objectives.

#### **6. COMPLIANCE**

- The League shall be administered in accordance with this Constitution, which will be reassessed, amended and published as needed. At the time of the adoption of this Constitution the League and Committee will abide by all written.
- The League shall ensure that all paid members are aware of his/her rights and the Constitution is readily available for anyone who wishes to view it.
- The League shall observe the Code of Conduct for players, umpires and coaches which are set out in the DNL Handbook, referred to by this Constitution.
- The League shall provide accessible and relevant means to all information circulated by The League and its Committee including a maintained DNL website and at least one other means of communication.

#### **7. AFFILIATIONS**

The League will endeavour where possible to be affiliated to any relevant, established and renowned Local, Regional and International Netball and sporting associations to ensure The League is aligned with its objectives.

- INF - INTERNATIONAL NETBALL FEDERATION – ASSOCIATE MEMBERSHIP
- ANF – ASIA NETBALL FEDERATION – ASSOCIATE MEMBERSHIP
- UAE – GENERAL AUTHORITY OF YOUTH AND SPORTS WELFARE – IN PROGRESS



## 8. LEAGUE MEMBERSHIP

The annual subscription shall be fixed by the Committee at the AGM. The fee is due for payment by team captains not less than one match after the League commences its official match nights.

Membership will only be granted to those who pay the relevant subscription. **VOTING MEMBERS**

2015/16 – 600AED – DNL AND 50AED UAE NETBALL FEE.

Pro rata membership fee available throughout the season.

2015/16 - IG TEAM 300AED AND TRIAL FEE 50AED.

2016/17 – 600AED DNL REGISTRATION FEE, 50AED UAE NETBALL FEE (NEW MEMBERS ONLY)

Pro rata membership fee available throughout the season.

2016/17 - IG TEAM 400AED AND TRIAL FEE 50AED.

2016/17 PLAYER MEMBERSHIP EXCHANGE – MAXIMUM OF TWO PER TEAM PER SEASON.

2016/17 ONE OFF PLAYER 50 AED FEE – MAXIMUM OF ONE PER TEAM PER BLOCK/ROUND,

There shall be two classes of membership, voting members and non-voting members. Classes of membership are defined as follows;



## VOTING MEMBERS

Each team will have one (1) vote at the AGM or SGM. This vote will be cast by an elected representative of a registered team. To be eligible to represent a team at a meeting you must be;

- A Full member of DNL
- An elected member of the DNL committee. (each with one vote, the Chair will have an additional vote should a deciding vote be required)
- Aged 21 or above. \* teams with all players U21 will need to elect an adult representative at the beginning of the season, typically the coach, teacher or parent. This person does not need to be a full member of the DNL.
- Honorary membership is awarded at the discretion of the Committee, to be decided upon by resolution by all voting members at an Annual General Meeting. To be eligible for an honorary membership you will have supported The League, sponsored The League and/or a team, or have been a strategic partner in achieving The League's objectives. Honorary membership will have full voting rights.

### 8.1 NON VOTING MEMBERS

Non-voting members will have the right to attend such meetings and be heard but will not have a right to vote. Non-voting members are accepted, provided that such membership shall not constitute more than one-fifth of The League's total membership.

- U21 members of the league, do not have voting rights.
- Social membership does not have voting rights. Social members are not registered with a team in The League and can include; a student who wishes to train with a team in The League; a parent; a coach; an umpire; a sponsor; a male or another interested person.
- Temporary members do not have voting rights and will pay on a pro-rata subscription, to be fixed by the Committee, for persons not residing in the area for over six months. These members are eligible to play for a DNL season already in process upon registration completion and funds being received.

All members must complete a registration form as provided by The League, pay their annual membership on time as specified by the Committee, abide by the Constitution and its stated objectives, and follow the rules as set out in the DNL and Officials Handbooks.

## 9. FOUNDING MEMBERS

The Committee shall have a minimum of five (5) members and a maximum of nine (9) and the members should be of at least 21 years old. Founding Members should be a resident in the United Arab Emirates, whether a citizen or expatriate who enjoys the full civil capacity and good conduct.

## 10. THE COMMITTEE

The ongoing operations and affairs of The League shall be administered by the Committee elected by the members at the Annual General Meeting. Committee members shall declare any and all conflicts of interest. Committee members may not directly or indirectly benefit financially or otherwise from their position. The Committee shall consist of but not be limited to the following positions:

1. **Chair**
2. **Vice Chair**
3. **Secretary**
4. **Treasurer**
5. **Media Officer**
6. **Fixtures and Umpires. (can be two positions)**
7. **IG / Tournaments**
8. **Social Secretary**



## **11. COMMITTEE DUTIES**

The duties of the Committee members will extend as needed during any tenure duration aligned with the objectives of The League. The minimum duties of office occupants are:

### **11.1 CHAIR**

The Chair will run the meetings of the Committee and the Annual General Meeting and will be responsible for managing the association and carry out all the sound directives. Should the Chair be absent, in the first instance the Vice Chair will chair the meeting, in their absence the Committee shall elect another member of the Committee to chair the meeting. The Chair will represent The League in all transactions with the public and authorities. Moreover, the Chair shall have the casting vote and is authorised to call for a meeting at the time it deems appropriate. The Chair will also be responsible for preparing the agenda for the meeting of the Committee other than keeping all records.

### **11.2 VICE CHAIR**

The Vice Chair will assist the Chair in the performance of his/her duties and will be responsible in the absence of the Chair and will be responsible for keeping all the records of members with the names and all other details relating to all members of the League. And will assist the Chair in his/her responsibility for the general management and proper running of the affairs of The League. The Vice Chair will also be responsible for the properties of The League, inventory and records; he/she also will call for meetings as needed and will be responsible for all personnel in consultation with and the consent of the Chair.

### **11.3 SECRETARY**

The Secretary will assist the Vice Chair in the performance of his/her duties and will be responsible in the absence of the Vice Chair. The Secretary will give notice of meetings to the members and the Committee and will notify the Committee and all League members promptly following the resignation, removal or replacement of any Officers of the Committee. The secretary will collate and communicate all agenda items for the meeting of the Committee once approved by the Chair. He /She will keep all records of meetings, communications with members and formal DNL documentations.

### **11.4 TREASURER**

The Treasurer is responsible for all the money that will be collected from collection, preservation and issuing payment receipts and will prepare accounting records and deposit all funds received in the DNL safe deposit box, except an amount of AED 1,000 which remains a cash sum for minor expenses.

### **11.5 MEDIA OFFICER**

The Media Officer is responsible for the development and maintenance of all DNL related correspondence to the general public that support the objectives and interests of The League and its members including but not limited to social media (Facebook Page, Facebook Group, Twitter), online newsletter (mailchimp) and the Official DNL Website ([www.dubainetballleague.com](http://www.dubainetballleague.com)). He/She will publish weekly information assisted by the Fixtures and Umpire coordinator, including a weekly schedule and umpiring details from Captains, recording match results, league tables and POM.

### **11.6 TOURNAMENTS**

The Tournaments coordinator is responsible for the organisation, communication and facilitation of all major DNL and IG events. The tournaments coordinator will work with the Chair to inform members of such events.

### **11.7 SOCIAL SECRETARY**

The Social Secretary will be responsible for the organisation, communication and facilitation of all major DNL social events. To include but not limited to; End of Season Awards, Pre Season, Seasonal/Holiday events and IG events.



## 11.8 FIXTURES AND UMPIRES

He/She will be responsible for the organisation, communication and facilitation of all DNL matches across the season. Working with the Match Night coordinator, Chair and Vice chair, they will ensure proper running of the League, including producing a weekly schedule and paperwork, collating umpiring details from Captains, recording match results, league tables and POM.

## 12. SUB-COMMITTEES

The Committee may appoint Sub-Committees for special and specific purposes that contain a number of League members, which is appropriate and necessary and are made up exclusively of members of The League with prior approval by the Committee. Such Committees should be stopped when reaching the goal for which it was formed or at the end of the period of their appointment.

## 13. COMMITTEE MEMBERSHIP

Committee membership will be terminated in the following cases:

- Death or Resignation.
- Failure to/refuses to attend a Committee Meetings for two (2) consecutive meetings, or three (3) separate meetings in a year without valid reason.
- The cancellation of the residence visa.
- Breach of ethics, to include but not limited to; inappropriate use of DNL funds, property, name/identity/image, membership information.
- Non-disclosure/failure to disclose of a conflict of interest.
- Any activity deemed illegal by the UAE.

Each Office holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office all official documents and records belonging to The League, together with any other property of The League which may be in his or her possession; and must complete any requirements to transfer authority relating to control of The League's bank accounts, building society accounts, or other financial affairs, as well as all electronic and online accounts. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a Special General Meeting.

## 14. COMMITTEE APOLOGY

If anyone of the Committee members apologised for occupying the position, the Committee has to make the necessary adjustment after the apology approval; this should be within a week for the date of the apology.

## 15. COMMITTEE REPLACEMENT

The replacement of the Chair and the Vice Chair will be appointed in consultation with the Committee members and by the consent of the majority.

## 16. COMMITTEE VACANCIES

In case of vacancy in some positions for members of the Committee for any reason, the following members in votes will be the one who has the right to obtain membership in the Committee. If those members have been rejected or if they were not available, an invitation to hold a Special General Meeting shall take place for the election to fill these positions.

## 17. COMMITTEE MEETINGS

### 17.1 THE MINIMUM MEETINGS OF THE COMMITTEE

The first meeting of the Committee should be within a week at most from the date of their election as Committee, in this meeting the administrative tasks will be distributed among the members. The Committee must hold three (3) meetings a year at least, upon the request of the Chair and or Vice Chair.



### **17.2 CHAIR OF MEETING**

The Chair manages meetings of the Committee or the Vice Chair, and if their absence administered by the Secretary of the meeting.

### **17.3 NOTICE**

Committee members will be notified of the meeting before five working days of holding the meeting. In the case of emergency meetings, notices will be in a shorter time and the communication will be thorough means of communication.

### **17.4 ABSENCE**

If any Committee member refuses to attend a Committee Meetings for two (2) consecutive meetings, or three (3) separate meetings in a year without valid reason, that Committee member will be considered resigned automatically.

### **17.5 MINUTES OF MEETINGS**

The Secretary shall prepare the minutes of meetings and the draft will be circulated to the Committee within five (5) working days after the end of any meeting. After ratification by the committee, minutes will be circulated to Captains.

### **17.6 QUORUM**

Meeting is legal in the presence of at least 60% of the number of Committee members to be among them Chair or Vice Chair.

## **18. ACCOUNTS**

Accounts will be the responsibility of the Treasurer in addition to:

- Collection of all incomes and the money of The League against official receipts and deposit all the amounts at the approved safe deposit box.
- Implementation of the resolutions of the Committee regarding the financial side, and verification of compliance with the terms of the budget and internal regulations.
- Signing with the Chair or Vice Chair on the cheques.
- Supervision of The Leagues accounts, and keeping all the papers and documents relating to the financial affairs in the Treasurer's custody of The League.
- Managing the staff salaries if applicable and users and the various types of purchases.
- Provide a monthly financial report to the Committee for review and approval.
- Preparation of the final accounts for the financial year ended and the preparation of the budget draft for the coming year and present it to the Committee in order to pave the way for presentation of the same to The League's membership at the Annual General Meeting.

## **19. APPOINTMENT OF AUDITOR**

The Committee shall appoint accounts auditor to audit the annual financial accounts and submit it to the Committee.

## **20. AUDIT OF ACCOUNTS**

All the associations' records are subject to annual audit by an auditor that will be appointed from out of the association. The auditor's report will be submitted to the committee members, who will report back at the AGM.

## **21. OFFICE PERIOD**

Any Chair will not be eligible to hold the same office for more than two consecutive terms.

## **22. ANNUAL GENERAL MEETING**

There shall be an Annual General Meeting (AGM) for all the members of The League held not more than 2 weeks after the final match of The League, convened by the Secretary on not less than fourteen (14) days' notice. The notice will state the time, place and date of the meeting. The notice will post details of the Committee positions and invite nominations, proposals and seconds, from the general membership.





The Annual General Meeting (AGM) will:

- 22.1 Receive the annual report from the Committee for the previous year, as well as the annual accounts of The League for the previous year, the report and accounts having been approved in advance by the Committee;
- 22.3 Elect members of the Committee by voting once every two (2) years, and they might be re-elected for similar periods. Nominations for the Committee members may be taken from the floor at the AGM, at the discretion of the outgoing Committee.
- 22.4 Elections will take place after the reports but before any other business at the AGM. The new Committee will only take over after the AGM.
- 22.5 Consider any motions of which due notice has been given and any other relevant business taken from the floor at the meeting. All motions to be considered should be reported to the Secretary and acknowledged by the Chair.
- 22.6 Only members are entitled to attend and speak at the AGM, unless prior authorisation has been granted from the committee; Such as an outside speaker.
- 22.7 All members are entitled and encouraged to attend the AGM to comment on discussion and vote if applicable. Only voting members will be eligible to propose or second a nomination and vote on the election of the Committee.
- 22.8 Voting shall be by a simple majority of the voting members present. The Chair shall have both a personal and casting vote. Voting shall be restricted to those eligible in attendance once the meeting has been convened, as recorded but the Secretary.
- 22.9 The quorum for an Annual General Meeting shall be 60% of teams represented by at least 1 voting member in addition to at least three (3) members of the outgoing Committee. When any financial business is to be transacted, there must be present either the Treasurer, or a member of the Committee deputised by the Treasurer to represent his/her views to the meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).
- 22.10 In the best interest of The League, all members are asked to collaboratively share the responsibility of ensuring that The League is fairly, evenly and equitably represented in the Committee.

### **23. SPECIAL GENERAL MEETING**

A Special General Meeting (SGM) may be called at any time; by a member of the Committee with not less than seven (7) day's notice; or on a written request endorsed by four (4) or more members, stating the reason for which the meeting is to be called, and delivered to the Chair with not less than fourteen (14) day's notice.

The Secretary shall send The League a notice of the meeting stating the time, place and date of the SGM together with the agenda for the SGM.

The quorum for a Special General Meeting shall be 60% of teams represented by at least 1 voting member in addition to at least three (3) members of the outgoing Committee. When any financial business is to be transacted, there must be present either the Treasurer, or a member of the Committee deputised by the Treasurer to represent his or her views to the meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).

### **24. NON DISCLOSURE OBLIGATIONS**

Members will not, directly or indirectly, in any capacity (including as an officer, committee member, official, player, sponsor, league member, associate, consultant or advisor) use information or provide services of any kind gained during their engagement in The League against the interests of The League as set out in this Constitution, following the end of tenure with The League.

### **25. AMENDMENTS TO THE CONSTITUTION**



During the amendment of articles of association, some proposals will be submitted by the Committee and after consultation, the appropriate decisions will be inserted, however the Annual General Meeting has the right to accept or reject the proposed amendments. In case of approval by two-thirds at least of the members of the Annual General Meeting, the proposed amendments will be implemented.

**26. INTERPRETATION**

In the event of a dispute in the interpretations of the Constitution, the Committee shall meet to clarify and take a decision that shall be binding for the matter at hand.

**27. DISCIPLINE AND APPEALS**

The Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of The League. No member shall be removed except by resolution of the Committee, the member having previously been given not less than seven (7) day’s notice in writing of such intention.

Any member will have the right to appeal any decision, on or off the netball court. The appeal must be made in writing and delivered to the Secretary, within seven (7) days of the event and should normally be considered within 14 days of it being received by the Secretary. The meeting shall be chaired by a member of the Committee together with two other independent people mutually approved by the member appealing. The decision of the Committee will be final and binding.

**28. DISSOLVE**

The League can be dissolved through a meeting of the entire League membership for any reason it deems appropriate. In the case of dissolution and liquidation of the gathering for any reason, the remaining amount from the sale of assets and payment of liabilities will be allocated for charitable purposes in consultation with the Community Development Authority and other government departments.

Read, understood and agreed by the following:

Committee members for the years 2016 – 2017 and signatures:

Chair: SARA DONOVAN

Vice Chair: HOLLY GREENAWAY

Secretary: HELEN FOSTER

Treasurer: VICTORIA SOLE

Media Officer: MONIQUE BRUYNS

Social Secretary: NASRIAH LENSTRA

Inter-gulf coordinator: NICOLA HAMER

Fixtures and Umpiring: RACHEL RICHARDSON