

CONSTITUTION/RULES

HAREWOOD HOCKEY CLUB (INCORPORATED)

1 NAME

The name of the Club shall be HAREWOOD HOCKEY CLUB (INCORPORATED).

2 OBJECTIVES

- (a) To provide members with the opportunity to participate in the sport of hockey to organise teams and participation in competition, to provide coaching and training facilities, and generally to promote and advance the sport of Hockey.
- (b) To provide for members' facilities of all kinds for social and recreational activities and for education, instruction and entertainment, to provide refreshments and the necessary facilities therefore for members, and generally to promote and encourage a spirit of fellowship amongst members.
- (c) To cooperate with other clubs, societies and schools and to promote and foster the sport of hockey within schools.
- (d) To apply for and obtain any permit, licence, charter, authority, consent, permission, approval or privilege as shall be necessary or desirable in order to attain all or any of the objects of the Club.
- (e) To acquire for all or any purpose of the Club real and personal property and, without prejudice to the generality of those words, to acquire freehold or leasehold property and property real or personal held on any tenure and to furnish the same or any parts thereof and generally equip the same for all or any purposes of the Club.
- (f) To sell, let, lease, sub-let or otherwise turn to profit or advantage any property real or personal for the time being belonging to the club.
- (g) To borrow monies upon the security of all or any of the Clubs property for the time being (or without security) and in particular to raise monies by the issue of Debentures or Debenture Stock or unsecured.
- (h) To do such other things (not being unlawful or inconsistent with these presents or with the Incorporated Societies Act 1908) as in the opinion of the Committee would further or tend to further increase the interest of the members or of the sport of Hockey generally.

3 CONSTITUTION

The Club shall consist of those members who have been elected or may from time to time be elected in accordance with these Rules.

4 ELECTION OF MEMBERS

- (a) Membership of the club shall be open to all persons, male or female, subject always to the discretion of the Committee.
- (b) Application for membership to the Club must be in writing on the prescribed form. Election shall be in the hands of the Committee or at the Annual General Meeting of the Club.

- (c) On the election of a member, the Secretary shall at once give notice thereof to the applicant and at the same time make available to that member a copy of the Rules of the Club. Every member shall be deemed to be bound by the rules and the signing of an application for membership shall be conclusive evidence of such agreement. A new member must pay the appropriate subscription within the stated time decided on by the Committee.

5 THE MEMBERS OF THE CLUB SHALL CONSIST OF:

- (a) **Playing Members:** All playing persons shall be eligible for playing membership which shall entitle them to unrestricted playing rights (subject to the rules of the appropriate Hockey Association and the regulations from time to time made by the Committee).
- (b) **Any persons:** including parents of underage players may become Supporter Members of the Club. Playing Members may become Supporters by transferring with the consent of the Committee. Members so transferring shall be entitled to any refund or any portion of subscription already paid during that financial year at the discretion of the Committee. Supporters may also, with the consent of the Committee return to membership with playing rights upon the payment of the difference between subscription rates. Supporters shall have the same rights and privileges as the playing members of the Club.
- (c) **Life Members:** On a two-third recommendation of the Committee a Club Member, who has rendered service over a period of time to the Club, may be elected a Life Member and shall thereafter be entitled to all the rights and privileges of the Club. Such election shall require a two-thirds majority of those present at the Annual General Meeting and voting shall be by ballot. Notice of the proposed election of a specified person as a Life Member must be given at the time of the Notice calling the Annual General Meeting.

6 SUBSCRIPTIONS

- (a) The rate of subscription payable by members shall be such sums as from time to time shall be determined in respect to each class of membership by a two-thirds majority of the members voting at any General Meeting of the Club in respect of which notice to fix or vary subscription has been given.
- (b) All subscription shall be deemed to be payable in respect of a playing season. Each subscription shall entitle the member paying it to membership rights for that same year.
- (c) Each subscription shall become due and payable prior to the first game of every playing season, with Turf fees becoming due and payable before 31st May every year. All payments made after due dates will incur a late penalty fee of 10% of due subscriptions and turf fees. No player shall be permitted to play after 31st May every year and subsequent competition games until they have met their financial obligations to the Club.
- (d) Any member on the grounds of hardship may apply to the Registrar of the Club to have its subscription reduced or waived.
- (e) If any member shall fail to pay one's annual subscription on its becoming due and payable the Committee shall have the power to remove one's name from the list of members, provided that it must give one seven days prior notice of its intention to do so in order to afford one an opportunity to pay one's subscription. Persons so removed from membership shall remain liable for the amount of the unpaid

subscription although the Committee may in its discretion remit part or all of the unpaid subscription.

- (f) In the event of a member joining the Club part way through a financial year, the Committee in its discretion may accept a reduced subscription approximately proportionate to the unexpired portion of the financial year.

7 CESSATION OF MEMBERSHIP

Membership shall be ended by one's expulsion in accordance with Rule 8 herein, by the receipt of one's notice that one's name has been removed from the roll of members pursuant to Rule 6 (d) herein, or by one's resignation. A member may at any time, by giving written notice to the Secretary, resign one's membership of the club, but shall remain liable for any unpaid subscriptions and all arrears due and unpaid at the date of resignation. The Committee may in its discretion remit part or all of such unpaid monies. Resignation will be effective as from seven days of receipt of the notice by the Club or until such time any unpaid subscriptions and all other arrears due are paid.

The Committee may cancel the membership of any member whose conduct in the opinion of the Committee, is such as to render such member's continued membership undesirable or likely to endanger the character good order or welfare of the Club, provided that: -

- (a) Such member shall have been given written notice of the charge against one at least seven days prior to the date upon which the Committee is to make a decision as to the expulsion and shall have been given an opportunity to reply to such charges.
- (b) Such member shall have a right of appeal to a General Meeting of the Club, if within fourteen days of one being notified of the cancellation of his/her membership, one shall give notice in writing to the Secretary claiming a review of such a decision, in which case such member shall be entitled to attend the General Meeting and defend oneself against the charge but not to vote.

8 FINANCIAL YEAR

The Financial Year of the Club shall end on the 31st December of each year.

9 ANNUAL GENERAL MEETING

The Annual General Meetings of the Club shall be held not later than 5 months after the end of the Financial Year. Notice shall be advised by the Secretary to all members giving them at least ten days notice of the date of the meeting. At the Annual General Meeting the Business shall include the following: -

- (a) The submission of the Annual Report and the Balance Sheet and Statement of Accounts together with the Auditors Annual Report for adoption.
- (b) The election of Officers and Committee and of other officials and of an Auditor.
- (c) The consideration of remits and resolutions submitted to the Secretary prior to the meeting, which remits and resolutions shall be specified in the Agenda.

10 SPECIAL GENERAL MEETING

- (a) A Special General Meeting may be called by direction of the Committee at any time, or shall be called by the Secretary due to a requisition to that effect signed by not less than 20 members of the Club specifying the subject to be discussed at such meeting. The Secretary giving at least ten days notice of the date of the meeting shall prepare notice of such meeting, specifying the matter to be discussed thereat. No business shall be transacted at any such meeting except that of which notice shall have been given aforesaid.

- (b) A Special General Meeting shall be called within 21 days of the receipt by the Secretary of a notice of appeal under Rule 7(b).

11 PROCEDURE AT GENERAL MEETINGS

- (a) The quorum for the General Meetings shall be six (6) members entitled to vote thereat. Members present to such day within one month may adjourn any General Meeting at which a quorum shall not be present as they may appoint.
- (b) Those entitled to vote at General Meetings shall be playing members, life members and supporters who shall have one vote. Subject to the provisions in Rule 11(c)
- (c) Member, 15 years and under shall NOT VOTE or stand for Office at a General Meeting.
- (d) At all General Meetings voting shall be on a show of hands. Voting shall be by ballot if so moved and seconded. Should the voting in this ballot be tied, the position shall be determined by the Chairman's casting vote.
- (e) Where there are more than two nominations for a position and two are tied with the highest number of votes, the remaining nominations shall be discarded and a ballot held to choose between the two tied nominations.

12 PATRONS

The Annual General Meeting shall appoint a Patron(s) for the Club

13 OFFICERS

The Officers shall be a President, Vice President, Secretary, Treasurer. They shall be elected at the Annual General Meeting and shall hold office until and including the next Annual General Meeting (unless they earlier retire) but shall be eligible for re-election. They are ex officio members of the Committee.

14 COMMITTEE

In addition to Officers of the Club, there shall be a Committee of a maximum of eight (8) members. They shall be elected at the Annual General Meeting.

15 ELECTIONS

Nominations for elections of Officers, Committee Members and other Officials shall be taken from the floor.

16 MANAGEMENT

The management and control of the affairs of the Club shall be vested in the Management Committee, comprising the four (4) Officers of the Club and Committee Members. Subject to any overriding directions from a General Meeting, and save in respect of matters which are by these rules vested in the control of a General Meeting, the committee may exercise all powers and do all acts and things which may be exercised or done by the Club in General Meeting.

17 COMMITTEE PROCEEDINGS

- (a) The Committee to meet together at least monthly, unless the officers decide there is insufficient business, for the despatch of business, adjourn and otherwise convene their meetings as they think fit.

- (b) Questions arising at any meeting shall be decided by a majority of votes. The quorum necessary for the transaction of business of the committee shall be five. The President may and the Secretary on the request of three committee members shall, at any time summon a meeting of the Committee. Minutes shall be kept of all proceedings. The Chairman of meetings shall have an original and a casting vote in the event of equality of voting.

18 CASUAL VACANCIES

- (a) In the event of a casual vacancy occurring amongst the officers or in the committee, the remaining members of the committee shall have the power to appoint another member to fill the vacancy.
- (b) If any member of the committee without leave of the committee, shall absent themselves from three consecutive meetings of the committee the remaining committee shall have the power to deal with that person as they see fit.

19 DUTIES OF OFFICERS

- (a) The President shall be the Chief Executive Officer of the Club. He/she shall preside at all meetings and have the power to attend all sub-committee meetings as ex officio. In his/her absence from the meeting, the Vice President shall be entitled to be chairman; otherwise, those present may elect their own chairman.
- (b) The duties of the Treasurer shall include the receiving of money due to the Club, the issuing of official receipts and the depositing of money to the credit of the Club's bank account. He/she shall submit to the Annual General Meeting after balance date, a statement of accounts for the past year, which shall have been duly audited and certified by the auditor appointed for the purpose. All accounts for payment must be presented to and approved by the Committee. He/she, along with the secretary shall administer the registration system and keep up to date records of all club members.
- (c) The duties of the Media/Comms shall include the updating and renewal of the Club website. He/she shall administer to the running and upkeep of the website on a timely and regular basis.

20 SUB-COMMITTEES

The committee may delegate any part or parts of its functions to a sub-committee or sub-committees. Subject to rule 19 (a), and except for the conveners, members of sub-committees need not be members of the Committee. The mode of appointment of members of a sub-committee, the extent of its powers and the dissolution thereof shall in each case be determined by the Committee. All sub-committees shall retire at the next Annual General Meeting.

21 OPERATION OF BANK ACCOUNT

The Club shall have accounts at such bank as may from time to time be decided upon by the Committee. It may from time to time open and close special accounts for special funds. The Treasurer and either of the following shall sign all cheques or withdrawal forms: the President or the Secretary.

22. ASSURANCE

An audit or review of the annual report is not required by this constitution. An audit or review of the annual report shall be carried out if:

- a. An ordinary resolution is passed at the Annual General Meeting requesting an audit or review; or
- b. Motion to have an audit or review is approved by the Committee at a committee meeting; or
- c. Required by legislation.

If an audit or review is required, the auditor (who shall be a Chartered Accountant) shall be elected at each Annual General Meeting. He/she may be a member of the Club, but not a member of the Committee involved with preparing the annual report.

23 INSPECTIONS OF ACCOUNTS

The Committee shall have the right to inspect the accounts and books of the Club at any time and from time to time shall determine whether and to what extent and to what times and places and under what conditions or regulations the accounts and books of the Club shall be open for the inspection of members (not being members of the Committee). Members shall have the right to inspect any accounts or books or documents of the Club only if as conferred by Statute or authorised by the Committee or a General Meeting.

24 UNIFORM

The uniform is determined by the Officers and Committee in line with the rules of Canterbury Hockey Association. A club can have up to three registered uniforms:

CPL:	Navy Skirt/Shorts, navy shirt, red socks
Div1-Platinum	Red/Blue shorts/skirt/shirt, red socks
Juniors	Red shorts, blue shirts, red socks

25 ALTERATION OF RULES

These rules may be altered, added to, rescinded or otherwise amended by a resolution passed by a two-thirds majority of those present and able to vote at a General Meeting with due notice must be given of such a meeting. Duplicate copies of every amendment shall forthwith be delivered to the Registrar of Incorporated Societies in accordance with the requirements of the Incorporated Societies Act 1908.

26 REGULATIONS

- (a) The Committee may from time to time make regulations (not inconsistent with these rules or with the Incorporated Societies Act 1908) governing any aspect of the operation of the Club.
- (b) The Club Facilities are to be the sole property of the Harewood Hockey Club (Inc.) and are to be managed by the Management Committee.

27 RESOLUTIONS

- (a) For the purposes of these rules a resolution shall be deemed to be a resolution of a General Meeting if passed by a majority of the members present and voting (subject to Rule 25).
- (b) A declaration by the Chair of any meeting to the effect that any resolution submitted to such meeting has been carried by the requisite majority or has been lost and an entry to that effect in the records of the Club, shall be conclusive evidence of the fact without proof of the number of votes recorded in favour or against the resolution.

28 INVESTMENT OF FUNDS

Without prejudice to those foregoing rules relating to acquisition of property, the funds of the Club may be invested by the Committee in any investment for the time being approved by law for the investment of trust funds and in any other investment for the time being authorised by a resolution of a General Meeting relating to a specific investment or couched in general terms.

29 WINDING UP

- (a) Upon the Club being wound up, the property of the Club shall be sold and the balance after payment of all debts and liabilities shall be disposed of as the Club in General Meeting shall direct (subject always to the provisions of Section 27 of the Incorporated Societies Act 1908 or any statutory re-enactment or amendment therefore for the time being in force)
- (b) The General Meeting at which the Club is being wound up shall be attended by members of the Canterbury Hockey Association (Inc.) in accordance with the rules of the said Association. In the case of the said Association failing to be represented, the Club's Secretary shall forward copies of the minutes to the said Association within 14 days of the General Meeting.

30 REGISTERED OFFICE

The Registered Office of the Club shall be at the residence of the Secretary or at such other place for the time being specified by the Committee. Notice of every change of situation of Registered Office shall be duly sent to the Registrar of Incorporated Societies.

31 NOTICES

Every notice required to be given to any member shall be deemed to have been duly delivered if posted to him/her in a prepaid letter addressed to him at his last known place of residence or business.

32 INTERPRETATION

The decision of the Committee on the interpretation application or effect of any of these rules or on any matter or thing not provided for by these rules and which pertains to the Club, its property or interests, shall be conclusive and binding to all members of the Club unless and until a contrary vote at a General Meeting.