

SHOALHAVEN HOCKEY
INCORPORATED

CONSTITUTION

PO Box 800, NOWRA NSW 2541

1. NAME

- 1.1 The name of the Association shall be "Shoalhaven Hockey Incorporated" (hereinafter called "The Association").

2. OBJECTIVES

2.1 The objectives of the Association are:

- 2.1.1 to be duly affiliated with bodies administering hockey in N.S.W.
- 2.1.2. to promote, foster and control the game of hockey in the Shoalhaven District and in such surrounding areas in the State of New South Wales as shall be approved by bodies
- 2.1.3 to arrange and control hockey matches between teams and clubs.
- 2.1.4 to select and manage representative teams.

3. POWERS

- 3.1 Subject to these rules the Association shall have the powers to do all such acts and things whether solely or in conjunction with any person, persons or body as may be considered incidental or conducive to the above objectives, or any of them, and in particular the Association shall have the powers to:
- 3.1.1 take such steps as may from time to time be deemed expedient to raise funds for the Association including imposing annual subscriptions, fees, levies, and fines and accepting donations of real or personal property to be applied for the purposes of the Association.
 - 3.1.2 purchase, take on lease, exchange, hire or otherwise acquire any real or personal property which may be deemed necessary or convenient for any objectives of the Association.
 - 3.1.3 invest and deal with the monies of the Association not immediately required in such manner as may from time to time be determined.
 - 3.1.4 manage, develop, lease, sell, convey, assure or otherwise dispose of either absolutely or by way of mortgage any real or personal property for the time be invested in the Association and in case the Association shall take or hold any property which may be subject to any trust, to deal with the same in such manner as allowed by law having regard to such trusts.
 - 3.1.5 borrow or raise upon loan any sum or sums of money and for the purpose of securing payment thereof to execute or give any mortgages, charges, bonds debentures, bills of exchange over all or any of the property of the Association as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them
 - 3.1.6 hire and employ servants for the purpose of furthering the objectives of the Association to terminate their employment and to pay them and other persons for services rendered to the Association such fees, salaries, wages, gratuities and bonuses as may be thought fit.

4. MEMBERSHIP

4.1 The Association shall consist of the following:

4.1.1 Affiliated clubs.

4.1.2 Associate Members - Membership shall be open to any person interested in promotion of hockey and on payment of fees set by the Management Committee.

4.1.3 Life Members who shall be elected by resolution of a 3/4 majority of those present and entitled to vote at an Annual General Meeting. Notice of all nominations for be by ballot.

4.1.4 All playing members of affiliated clubs.

4.2 Conditions of membership:

4.2.1 The jurisdiction to the Association shall extend to and be acknowledged by all of the said affiliates.

4.2.2 All members of affiliated clubs shall play according to the official rules of the International Hockey Rules Board or as amended within the Association Competition Rules.

5. DEFINITIONS

In the rules and by-laws thereunder:

- 5.1 "The Association" means Shoalhaven Hockey Incorporated.
- 5.2 "Affiliated club" means any club in the Shoalhaven or surrounding districts duly affiliated to the Association.
- 5.3 Deleted.
- 5.4 "FIH" means Federation Internationale de Hockey.
- 5.5 "Amateur" means one who has not received any financial rewards or material benefit in connection with hockey participation except as provided for by the FIH.
- 5.6 "Championship" means any New South Wales Championship competition between teams from associations affiliated with bodies administering hockey in N.S.W.
- 5.7 "Management Committee" means the Management Committee for the time being of the Association.
- 5.8 "General Meeting" means a General Meeting of the members of the Association.
- 5.9 "Executive" means the office bearers of the Association and they shall constitute an Executive Committee.
- 5.10 "President" means the President of the Association.
- 5.11 "Honorary Secretary" means the Honorary Secretary of the Association.
- 5.12 "Honorary Treasurer" means the Honorary Treasurer of the Association.
- 5.13 "Hockey" means the game of hockey and includes field hockey, indoor hockey and court hockey.
- 5.14 Female /singular - the female gender shall include the male gender and vice versa. The singular shall include the plural and vice versa.
- 5.15 "Poll" shall mean the total record of votes cast for and against and those persons entitled to vote but abstaining.

- 5.16 "Member" shall mean associate member, life member or playing member.
- 5.17 "Clauses" shall mean Clauses within the Constitution of the Association.
- 5.18 "By-Laws" shall mean the By-Laws of the Association.
- 5.19 "Rules" shall mean Rules within the Competition Rules of the Association.

6. AFFILIATION

- 6.1.□The Association shall be affiliated with such other organisations as the Management Committee may determine.
- 6.2.□The Association shall at all times be bound by the Constitution, Rules and Regulations of Hockey New South Wales Limited; (Added 14/11/2005)□
□□□
- 6.3.□Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of the Association and those of Hockey New South Wales Limited, then to the extent of such inconsistency the Constitution Rules and Regulations of Hockey New South Wales Limited shall prevail; (Amended 13/3/2006)□□
□□
- 6.4.□The Association shall be bound by the lawful decisions of the Board of Hockey New South Wales Limited and shall do all things reasonably necessary to implement and enforce such decisions. (Amended 13/3/2006)

7. ADMINISTRATION

7.1 The Association shall be administered by a Management Committee, which in addition to its other powers shall have power:

- 7.1.1 to make, alter or rescind by-laws to carry into effect the provisions of these clauses,
- 7.1.2 to co-opt or invite to participate in its deliberations, but without a vote, for such period as it deems fit any person or persons whose assistance it considers of advantage to the Association.
- 7.1.3 to elect from time to time such additional committees as it deems necessary.
- 7.1.4 to create such other offices or positions as it deems necessary.
- 7.1.5 to elect or appoint such persons as it sees fit to specific offices or positions, including coaches, managers and selectors for all representative teams.
- 7.1.6 to determine the annual affiliation fees, and impose such other fees or levies and the dates of payment thereof, as considered necessary.
- 7.1.7 to determine any question of interpretation of these rules or by-laws made thereunder.
- 7.1.8 to fill any unfilled position or vacancy occurring in any office, position or membership of a committee for the balance of the term of the previous holder or member.

7.2 The Management Committee shall consist of the following:

- 7.2.1 Office bearers: President
Vice-President
Honorary Secretary
Honorary Treasurer
Registrar
Equipment Officer

7.2.2 two (2) nominated delegates from each affiliated club.

7.3 The Office Bearers shall be elected each year at the Annual General Meeting of the Association, from nominations received, and shall hold office from the time of elections.

7.4 Deleted.

7.5 All Office Bearers, Convenors and Chair of committees shall retire annually and be eligible for re-election. No member shall hold the same executive position for more than three (3) consecutive years.

8. OFFICE BEARERS

- 8.1 The President shall have the right to preside at all meetings of the Association and at meetings of the Executive Committee and shall have the casting vote.
- 8.2 In the event of the President being absent, the Vice -President shall assume the normal rights and duties of the President.
- 8.3 In the event of the President and the Vice-Presidents being absent, the Management Committee shall appoint a Chairman from those present who shall assume the normal duties of the President.
- 8.4 All Management Committee Members shall be entitled to attend and, with the exception of the President, shall be entitled to move and second motions and vote at all Management Committee Meetings.
- 8.5 The Honorary Secretary shall conduct the correspondence of the Association and shall have custody of all documents relating to the Association.
- 8.6 The Honorary Treasurer shall keep the accounts of the Association. She shall receive all monies on behalf of the Association, give receipts therefore on the official receipt form account or accounts shall be operated upon in such manner as the Management Committee may from time to time determine. At least two (2) signatures will be required to operate any accounts.
- 8.7 The Registrar shall see to the keeping of records of all competitions of the Association. She shall also attend to such other matters as Management Committee may direct or as may be specifically provided for in these rules or the by-laws.
- 8.8 The Equipment Officer shall control equipment and physical assets of the Association.

9. MEETINGS

- 9.1 The Management Committee shall meet at least monthly, the first such meeting each year to be held in February, and the last meeting to be held no earlier than November.
- 9.2 Annual General Meetings
 - 9.2.1 The Association in each year shall hold an Annual General Meeting, within two (2) months of the end of the financial year.
- 9.3 Special General Meetings of the Association shall be called:
 - 9.3.1 At the request of the Executive Committee.
 - 9.3.2 On the resolution of the Management Committee.
 - 9.3.3 On the request in writing of not less than three (3) affiliated clubs.
 - 9.3.4 By the Public Officer.
 - 9.3.5 Such meetings shall be held not later than ten (10) days after receipt of the request or passing of the resolution.
- 9.4 Quorum - A quorum for Management Committee or General Meetings shall be at least 50% of those entitled to vote, including two (2) members of the executive. (*Amended 9/11/99*)
- 9.5 Voting
 - 9.5.1 Voting at Management Committee Meetings shall be restricted in accordance with Clause 7.2.
 - 9.5.2 Voting at General Meetings shall be restricted to Office Bearers and two (2) nominated delegates from each affiliated club.
 - 9.5.3 Voting at Annual General Meetings shall be restricted to outgoing Office Bearers and two (2) nominated delegates from each affiliated club.

10. COMMITTEES

10.1 Executive Committee

10.1.1 The Executive Committee shall act in such manners as are specifically delegated to it by the Management Committee or By-Laws under these rules and any matters of urgency.

10.1.2 The Executive Committee shall meet as required and invite to participate in its deliberations, but without a vote, for such period as it deems fit any person or persons whose assistance it considers of advantage to the Association.

10.2 Committees appointed at the Annual General Meeting shall report, in writing, their proceedings to the Association and shall act in accordance with the directions of the Management Committee.

11. NOMINATIONS AND NOTICES OF MOTION

- 11.1 Nominations for:
(a) Office Bearers, and
(b) Such other positions as may be determined by the Management Committee, shall be made in writing by any member of the Association.
- 11.2 Each nomination shall be signed by the nominator, the seconder and the nominee and delivered in writing to the Honorary Secretary at least three (3) weeks before the date fixed for the holding of the Annual General Meeting.
- 11.3 Notices of Motion to be dealt with at all meetings shall be signed by the nominator and sent to the Honorary Secretary at least three (3) weeks prior to the date fixed for the holding of such meeting. Details of Notice of Motion, by the Management Committee, club or member, to be forwarded to affiliated clubs at least fourteen (14) days prior to such meeting or in the case of a special General Meeting, at least ten (10) days prior
- 11.4 Details of the nominations and Notices of Motions together with the agenda for the General Meetings and matters for consideration at such meetings, shall be forwarded by the Honorary Secretary to each affiliated club entitled to attend the meeting in question, at least fourteen (14) days prior to such meeting.

12. FINANCE

- 12.1 The financial year of the Association shall commence on the first day of November each year.
- 12.2 No member of the Association shall be deemed to have an individual right in the property of the Association.
- 12.3 The Management Committee shall operate a banking account and/or other accounts, into which shall be paid all funds of the Association.
- 12.4 All cheques must be signed by any two (2) of the following Office Bearers: President, Honorary Secretary, and Honorary Treasurer.
- 12.5 On the authorisation of Management Committee special accounts may be operated in the name of the Association.
- 12.6 Each club shall, by a date specified by the Management Committee each year, pay to the Association the annual affiliation fee as determined by the Management Committee.
- 12.7 No motion relating to finance shall be declared carried unless due notice be given and it be passed by at least two-thirds of those present and entitled to vote at a Management Committee Meeting.
- 12.8 The Management Committee shall appoint one or more Honorary Auditors and that an audited financial statement be submitted to each Annual General Meeting.
- 12.9 Unless, or until the Association is incorporated, the Office Bearers shall act as trustees for the Association. From the date of incorporation until the first Annual General Meeting following this date, those persons elected to offices in the Executive and Committees in the unincorporated Association shall hold the same offices in the incorporated body.

13. INTERPRETATION AND AMENDMENT

- 13.1 These Clauses and any interpretation of these Clauses by the Management Committee shall be binding on all the affiliates.
- 13.2 After due Notice of Motion, these Clauses, or any part thereof, may be rescinded, added to or otherwise varied by resolution of and carried by two-thirds of those present and entitled to vote at an Annual General Meeting.
- 13.3 Amendments to the By-Laws and Competition Rules shall be made at Management Committee Meetings by a two-thirds majority of those present and entitled to vote in accordance with Clause 11.3.

14. DISAFFILIATION

- 14.1 The affiliation of an affiliated club which is in breach of these Clauses or By-Laws or directions of the Management Committee or Executive, or which fails to meet the financial obligations of affiliation may be suspended or cancelled upon a resolution carried by at least two-thirds of the members of the Management Committee.

15. SEAL OF THE ASSOCIATION

- 15.1 The Seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".
- 15.2 The Seal of the Association shall not be affixed to any instrument except by the authority of the Management Committee and the affixing thereof shall be attested by the signatures either of two (2) members of the Executive or of one member of the Executive and of the Public Officer of the Association or such other person as a General Meeting may appoint for the purpose, and that attestation is sufficient for all purposes that the Seal was affixed by authority of the Management Committee.
- 15.3 The Seal shall remain the custody of the Public Officer.

16. OFFICE OF PUBLIC OFFICER

- 16.1 The Public Officer shall be appointed annually from within the Office Bearers.
- 16.2 In accordance with Section 24, sub-section (1) and (2) of the Association Incorporation Act 1984, the office of the Public Officer becomes vacant if the person holding that office: -
- (a) is removed by the Incorporated Association,
 - (b) dies,
 - (c) becomes bankrupt, applies to take the benefit of law for the relief of bankrupt or insolvent debtors or compounds with creditors,
 - (d) becomes of unsound mind,
 - (e) resigns office personally, in writing, addressed to the Association, or
 - (f) ceases to be a resident in the Shoalhaven District.
- 16.3 In accordance with Section 22, sub-section (2) of the Associations Incorporation Act 1984, the Public Officer may, subject to these rules, hold other office in the Association.

17. WINDING UP

- 17.1 In accordance with part VIII “Winding Up and Cancellation of the Association” -Associations Incorporation Act 1984, if upon Winding-Up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any money or property whatsoever the same shall not be paid or distributed among the members of the Association or any of them but shall be given or transferred by the Association to some other Association, Institution or body having objectives similar to the objectives of the Association (and which prohibits the distribution of its income and property among its members), such Institution, Association or body to be determined by the members of the Association at or before the time of dissolution and in default thereof by the Supreme Court of New South Wales or a judge thereof and if and so far as effect cannot be given to the aforesaid provision then to some charitable object to be determined as aforesaid.