

Constitution of the Avon Hockey Club (Incorporated)

1. Name

The name of the club shall be "*Avon Hockey Club (Incorporated)*" (hereinafter referred to as "the Club").

2. Office

The registered office of the Club shall be at the office or residence of the Secretary.

3. Uniform

The uniform of the club shall be the colours of Royal blue, light blue and gold. All uniform designs and purchases must be approved by the Committee.

4. Objectives

The objectives of the Club shall be:

- a) To foster, encourage, promote and develop the game of hockey
- b) To provide and service hockey programs to the local and adjoining communities
- c) To ensure that best health and safety policies and practices are promoted and complied with
- d) To make hockey an accessible competitive or recreational option for all persons regardless of gender, age, race or religion
- e) To affiliate with the Canterbury Hockey Association (Inc)
- f) To provide social activities for its members
- g) To undertake all things that are incidental to achieving these objectives

5. Membership

- a) Membership shall be open to all persons paying the prescribed subscription and abiding by the Constitution. There shall be three categories of membership; active membership with full voting right; life membership and social membership. Social members shall be entitled to all Club privileges but shall not have voting rights. Non playing committee members and non playing coaches shall be entitled to all Club privileges including voting at Annual or Special General Meetings but without the liability to pay subscriptions.
- b) Members shall be required to register on the Hockey NZ database via the club website and to update their details annually. On registering the member accepts the club rules and will be expected to abide by them. The Secretary will manage the club register of members.
- c) No restrictions shall be imposed on any person by virtue of religious or political beliefs, gender, race or age, but the Committee shall have the absolute discretion to decide whether or not to allow an applicant to become a member. If the Committee declines a membership application it shall advise the Applicant of its decision, and that decision is final.
- d) Members must promote the purposes of the Club and shall do nothing to bring it into disrepute.

- e) Any member may for special services rendered be elected a Life Member of the Club. The election must be at an Annual or Special General Meeting and by a seventy five percent majority of members present. The name of any proposed Life Member must first be submitted to, and unanimously approved by the Committee. A life member shall be entitled to all the privileges of membership, including that of voting at Annual or Special General Meetings and is not required to pay any subscription.
- f) Subscriptions and other fees must be paid to the Treasurer by 30th May except that there will be no penalty if payment is being offset by automatic payment and payment is made in full by 31st August. Any member failing to pay by the end of the Club's financial year the subscription or other monies due to the Club, may at the option of the Committee be removed as a member but such member shall be liable for all monies outstanding. At its discretion the Committee may accept a reduced subscription approximately proportionate to the unexpired portion of that financial year from a member joining the Club part way through a financial year.
- g) Members must maintain all Club gear in good and clean condition and return it to the Club when requested.
- h) Any notice posted to a member by the Secretary shall have been deemed to be delivered in the normal course of post. Notices may be sent by email to club members.

6.0 *Cessation of Membership*

6.1 Any Member may resign by giving written notice to the Secretary.

6.2 Membership terminated in the following way:

- a. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:
 - i. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;
 - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
 - iii. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
 - iv. State that if the Committee terminates the Member's Membership, the Member may appeal to the Club.
- b. Fourteen days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Club at the next Meeting

by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the Member’s receipt of the Termination Notice.

- c. If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Special General Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them (“the Member’s Explanation”), and the Member may require the Secretary to give the Member’s Explanation to every other Member within 7 days of the Secretary receiving the Member’s Explanation. If the Member is not satisfied that the other Club Members have had sufficient time to consider the Member’s Explanation, the Member may defer his or her right to be heard until the following Club Meeting.
- d. When the Member is heard at a Special General Meeting, the Club may question the Member and the Committee Members.
- e. The Club shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Club’s decision will be final.

7. Annual General and Special General Meetings

- a) The Annual General Meeting of Members shall be held on or before the 31st March each year, and at such date, place and time as may be determined by the Committee.
- b) A Special General Meeting of the Club shall be convened when the Committee so determines or within 21 days of the receipt by the Secretary of a request signed by fifteen members who have full membership privileges for a Special General Meeting and stating the purpose of the meeting.
- c) Seven days’ notice shall be given to members of an Annual or Special General Meeting giving written notice of the business to be conducted. Notice shall be by letter, email or newspaper advertisement and posted on the Club’s website and social media sites. Accidental omission to give notice to a person entitled to attend shall not invalidate the meeting.
- d) A quorum for the transaction of business at Annual and Special General Meetings of the Club shall be fifteen members personally present. Only members with full club privileges may attend the Annual General Meeting but the President may extend an invitation to visitors who shall have neither voting nor speaking rights. The Chairperson may if requested, grant speaking rights on some specific issue, if appropriate.
- e) At the Annual General Meeting, the business of the meeting shall include reports from the Committee and sub committees, the annual financial statements and report of the auditor or reviewer; the election of Committee members to fill positions that fall vacant at that time; appointment of auditor or reviewer for the ensuing year and the setting of subscriptions and other fees for the forthcoming year.

- f) At the Annual or Special General Meeting, the business of which due notice has been given or which any member, with the permission of the meeting, may introduce will be transacted.
- g) The President, if present, shall chair the Annual or Special General Meeting. If the President is absent at the time the meeting is due to start, the members shall elect a person to chair the meeting from those members present.
- h) Nominations for office bearers may be made at the Annual General Meeting. All nominations must be proposed, seconded and have the consent of the nominee.
- i) Officers, Life Members and members personally present at any meeting shall have one vote and, in the event of an equality of voting on any matter, the Chairperson of the Meeting shall have a second or casting vote, as well as the first or deliberative vote. The Patron and/or Patroness shall have a vote only as a member(s) of life members(s). All voting shall be by voice or show of hands. A ballot shall be taken if any four (4) members present with the right to vote require the voting to be by way of ballot, thereupon such vote shall be taken immediately in the manner as directed by the Chairperson. The declaration by the Chairperson that a vote has been carried or lost shall be final provided that when a ballot has been called for, the declaration of such ballot shall be only the final ballots cast for each candidate or option.
- j) Adjournment, the Chair/President or his nominee shall adjourn the meeting if necessary. If within half an hour after the time appointed for a meeting a quorum is not present the meeting may be adjourned to a day, time and place determined by the Chair/President of the Club.

8. Management of the Club

At the Annual General Meeting of the Club a Committee comprising the following shall be elected: President, Men's Club Captain, Women's Club Captain, Secretary, Treasurer and not less than eight other Committee members. The Committee shall hold office until the next Annual General Meeting to that at which it was elected. Each member of the Committee shall be eligible for re-election.

8.1. The Committee

- a) The Committee is responsible to the Club for the management and control of its affairs. Subject to any over-riding directions from a General Meeting, and except in respect of matters which are vested in the control only of a General Meeting, the Committee may exercise all powers and do all things necessary to achieve the Club's Objectives.
- b) The Committee shall meet as often as is necessary.
- c) Four (4) members of the Committee including any two of the President, Secretary and Treasurer shall constitute a quorum at Committee meetings.

- d) The position of any Committee member absent for three consecutive meetings without leave of absence shall automatically become vacant. Acceptance of an apology shall be deemed a granting of such leave.
- e) The Committee shall have the power to co-opt up to two further Committee members and may fill casual vacancies.
- f) The Committee may appoint individuals or sub-committees to carry out specified tasks.
- g) All decisions of the Committee shall be by majority vote. In the event of an equal vote, the chairman of the meeting shall have a casting (i.e. second) vote.
- h) The Committee may make such policies or rules that are in the best interest of members and all such policies or rules shall be binding on every member unless or until set aside by General Meeting.
- i) Committee meetings may be held by video or telephone conference, or other formats as the Committee may decide.
- j) Adjournment, the Chair/President may adjourn a meeting if a quorum is not present and set a new date for the meeting.
- k) The Committee shall approve selectors and coaches for all Club teams. In the case of the premier selectors and coaches, the Committee may at its discretion call for nominations in such manner as it sees fit and in the event of more than one person being nominated the Committee shall select the person whom it considers has the best credentials for the position.
- l) A person shall cease to be a Committee member when they resign by giving written notice to the Committee, they are removed by majority vote of the Club at a General Meeting or their term expires. On ceasing to be a Committee member that person must within one month return to the Committee all club documents and property.
- m) The Club shall indemnify every member, Committee member, Patron and Officers of the Club in respect of liability arising from the proper performance of their functions connected with the Club.

8.2 The President

- a) Shall ensure the Rules of the Club are followed.
- b) Shall chair all meetings. In his/her absence the In the event of a tied vote on any matter the Chairman shall have a casting vote.
- c) The Chairman of the meeting shall rule on the constitutional validity of all proposals and actions.
- d) Shall provide a report on the operations of the Club at the Annual General Meeting

8.3.The Secretary

- a) Shall administer a register of members and notify members of all Annual and Special General meetings
- b) Shall be required to keep an accurate record of all meetings excepting where a Minutes Secretary has been appointed for this purpose.

- c) Shall conduct the correspondence of the Club and shall have custody of all Club books and documents other than books of account.
- d) Shall attend to the filing requirements of the Registrar of Incorporated Societies.
- e) Advise the Registrar of Incorporated Societies of any rule changes;

8.4. The Treasurer

- a) Shall collect and account for all monies payable to the Club.
- b) Shall present accounts for payment to the Committee for approval and once this has been given shall pay all accounts.
- c) Shall deposit all monies received by the Club in bank account(s) as approved by the Committee. Monies to be withdrawn from this account(s) shall require the signatures of two (2) members of the Committee who have been properly authorised by the Committee to sign, should withdrawals be made by cheque.
- d) Shall keep proper accounting records, produce regular and complete financial statements to the Committee and present an audited/reviewed annual financial statement and report for the preceding year to the Annual General Meeting.

8.5 Club Captains

- a) Shall be responsible for the general well being of the membership in both playing and social spheres and shall liaise with teams on club matters
- b) Shall be conveners of the Club Selectors panel
- c) Shall assist coaches to fill any playing vacancy which may arise.
- d) Shall be responsible for general club discipline both on and off the field, making decisions and taking suitable action in emergency situations.
- e) Shall fulfil other duties pertaining to the office and as directed by the Executive Committee.

8.6. The Auditor or Reviewer

The Club shall appoint an Auditor or Reviewer to conduct either an audit or review engagement of the club's financial statements. The decision of whether to have the financial statements either audited or reviewed is to be made by the committee.

The Auditor or Reviewer must be a suitably qualified person and not be a member of the Committee, and shall examine the accounts of the Club at least once each year and shall present an opinion to the members of the Club on the annual financial statements to be presented to the Annual General Meeting.

9. Finance

- a) The Committee shall ensure that true and accurate accounts shall be kept of all monies received and spent by the Club. The financial year of the club shall end on 31 October.
- b) The Committee shall be empowered to invest the funds and property of the Club upon such terms as the Committee shall from time to time deem appropriate.
- c) The Committee, on behalf of the Club and subject to the approval of an Annual or Special General Meeting of members, shall be empowered to borrow funds. Such borrowing may occur upon the security of the Club's real and personal assets. Such monies may from time to time be required for carrying on the activities of the Club or for providing additional facilities and benefits for the members. The Committee, for any other purpose connected with the objectives of the Club and may authorise the execution of any and all such mortgages, pledges, or securities as may be necessary to secure the repayment of such monies.

10. Repealing and amending the Rules

- a) The Rules may be amended, repealed or added to by motions at Annual or Special General Meetings which are supported by a majority of two-thirds (2/3) of the members present.
- b) Seven (7) days' notice of any proposed Rule amendments shall be given to the Voting Membership prior to the motion being presented at an Annual or Special General Meeting.
- c) The repeal or amendment of Rules shall not be enforced or acted upon until approved.

11. Dissolution

- a) The Club shall be dissolved if a resolution that the Club be wound up as from a date to be named in such resolution is carried by a simple majority of the members of the Club present at a Special General Meeting called for that purpose, seven (7) days of notice of the proposed resolution having been given. A further Special General Meeting of the Club shall be held after a minimum of 30 days from the passing of the resolution for the purposes of confirmation of the said resolution.

If upon the dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property or funds whatsoever, the same shall not be distributed or paid among the members of the Club but shall be transferred or given to some other Club or institution having objectives similar to those of the Club, to be determined by members of the Club at or before the time of dissolution.

12. Copies of the Constitution

- a) The Secretary shall supply a copy of this constitution, upon reasonable request, to any new member or existing member.
- b) A copy of this Constitution will be posted on the Club website.

13. Custody and Use of Common Seal

The Club shall have a Common Seal, which shall consist of the words 'Avon Hockey Club (Inc)'. The seal shall be kept in the custody of the Secretary and shall only be affixed by the Secretary to documents at a meeting of the Committee and in pursuance of a resolution of the Committee; the affixing of the same shall be attested by the President, the Secretary and another officer of the Club.

14. Interpretation of Rules

The decision of the Committee on the interpretation of the rules or upon any matter or thing not contained in these rules but pertaining to the Club, its property or interests (not being repugnant to the Incorporated Societies Act 1908 or any amendments or re-enactment thereof) shall be conclusive and binding on all members until revoked at a General Meeting of the Club.