

Hockey

Albury-Wodonga

CONSTITUTION

Updated: 2 December 2019

HOCKEY ALBURY-WODONGA INC.

SECTION	PAGE	CLAUSES
1 Statement of objects	3	
2 Interpretation	4	1 - 2.3
3 Affiliation	4	
4 Membership Qualifications	4 – 5	3.1 - 3.8
5 Register of members	5 – 6, 22 - 23	3.9 - 3.10; 5.1; 44.1 - 44.2
6 Fees and Subscriptions	6	4.1 – 4.3
7 Member liabilities	6	4.4
8 Disciplining of members	7 – 8	7.1 – 7.7
9 Voting	10 – 11	13.1 – 16.1
10 Proxies	11	17.1 – 17.2
11 Board of Management		
a) Name	11	18.1
b) Council	10	13.1 – 13.2
c) Board of Management Policy & Operating Committees	12 - 18	19.1 – 25.3
d) Powers	11 - 12	18.1 – 18.2
e) Term of Office	14	20.2
f) Grounds for Vacation of Office	15; 18 - 19	22.1; 26.1 – 26.2
g) Casual Vacancies	14	20.3
h) Quorum & Procedures	15 – 18	23 - 25
12 General Meetings, Calling of	8 – 9	8.1 – 9.3
13 General Meetings, Procedure	9 – 10	10.1-12.3
14 General Meetings Notice	9	9.1 – 9.3
15 Funds Source	20	33.1 – 33.4
16 Funds Management	20	35.1-35.2
17 Alteration of Objectives	21	36
18 Alteration of Rules	21	36
19 Common Seal	19	28.1 – 28.2
20 Custody of Books	20	32.1
21 Inspection of Books	20	32.1
22 Life Membership	5	3.8(b)
23 Associate Membership	5	3.8(c)
24 Resignation of Members	6	6.1 – 6.2
25 Signing of Negotiable Instruments	19	27.1
26 Serving of Notices	19	30.1 – 30.2
27 Winding Up	20	31.1
28 Insurance	20	34.1 – 34.2
29 Surplus Property	21	37.1 – 37.2

STATEMENT OF OBJECTS

The objects for which the Incorporated Association of Hockey Albury-Wodonga Inc. is established are:

- a) To encourage, promote and improve hockey within the Albury-Wodonga District.
- b) To co-operate with others in the pursuit of (a); and
- c) To provide a basis for the control of hockey within the Albury-Wodonga District.

NAME

1. The name of the incorporated association is Hockey AlburyWodonga Inc. (in these rules called “the association”)

INTERPRETATION

- 2.1 In these rules, unless the contrary intention appears:

BOARD means the Board of Management as defined in rule 19.1.

DIRECTOR means a Director of the Board as defined in rule 19.1.

POLICY COMMITTEE means a policy committee as defined in rule 19.2.2.

OPERATING COMMITTEE means an operating committee as defined in rule 19.2.4.

FINANCIAL YEAR means the year ending on 30th September.

GENERAL MEETING means a general meeting of Council convened in accordance with Rule 11.

COUNCIL means the Council as defined in rule 13.1.

MEMBER means a member of the association or associate member. THE ACT means the Associations Incorporation Act 1984.

THE REGULATIONS means the Associations Incorporation Regulations 1985.

THE BY-LAWS means the by-laws of the Association in conjunction with the day to day management of the association.

- 2.2 In these rules, a reference to the administrator of the association is a reference:
 - a) where a person holds office under these Rules as administrator of the association and such a person is appointed by the Board as an employee of the association to carry out the duties of the secretary under the Associations Incorporated Regulations.
 - b) in any other case, to the public officer of the association.”
- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1897 and the Act as in force from time to time.

AFFILIATION

Affiliation is open to all incorporated clubs (unless exempt) in the Albury-Wodonga District who engage in or are interested in the pursuit of hockey.

MEMBERSHIP

- 3.1 A natural adult person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association.

- a. A person who is not a member of the association at the time of the incorporation of the association (or who was such a member at that time but has ceased to be a member) shall not be admitted membership:
 - a) unless the person is nominated as provided in subclause (3); and
 - b) his admission as a member is approved by the Board.
- 3.3 A nomination of a person for membership of the Association:
 - a) shall be made in writing in the form set out in Appendix 4; and
 - b) shall be lodged with the administrator of the association.
- b. As soon as is practicable after the receipt of a nomination, the administrator shall refer the nomination to the Board.
- 3.5 Upon a nomination being referred to the Board, the Board shall determine whether to approve or to reject the nomination.
- 3.6 Should the nomination not be approved by the Board, the administrator shall, with as little delay as possible, notify the nominee in writing that the application has not been successful.
- 3.7 The administrator shall enter the nominee's name in the register of members kept by the administrator and, upon the name being so entered, the nominee becomes a member of the association.
- 3.8 a) A right, privilege, or obligation of a person by reason of his membership of the association:
 - i) is not capable of being transferred or transmitted to another person.
 - ii) terminates upon the cessation of his membership whether by death or resignation or otherwise.
- b) **LIFE MEMBERSHIP**
 The association shall have the power to confer life membership on any person who has rendered special service to the association.
- c) **ASSOCIATE MEMBERSHIP**
 The association may grant associate membership to any adult person who is not a registered member of any affiliated team.
- 3.9 A person is deemed to be registered when registered by a club as a player as at the first day of April of any year and is therefore, deemed to be a member, provided that a person has paid the prescribed fees by the required date and a registration form has been forwarded to the administrator (refer appendix 4).
- 3.10 **FIELD REGISTRATION**
 Field registration is deemed to be an interim registration only. An application for membership must be forwarded to the administrator within 7 days of a field registration being completed.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4.1 a) The annual membership levy is payable as determined by the members at the annual general meeting of.
- b) Further levies may be deemed payable by the Board for participation in various competitions organised and conducted by the Association.
- c) A building fund levy may be determined by the members at the annual general meeting apart from the annual membership levy.
- 4.2 Associate members shall pay a fee as from time to time it is determined at the annual general meeting of the association.
- 4.3 Fees and annual levies are due and payable in two equal amounts. The first amount being due by the fifth week after the first round of competition matches. The second amount being due and payable by round (11) of the competition.
- 4.4 The members of the association shall have no liability to contribute towards payment of debts and liabilities of the association or the costs, charges and expenses of the winding up of the association except to the amount of any outstanding membership levies.

REGISTER OF MEMBERS

- 5.1 The administrator shall keep and maintain a register of members in which shall be entered:

- a) Full name
- b) Address
- c) Date of entry

of each member and their status and the registers shall be available for inspection by members at the office of the administrator within reasonable hours.

RESIGNATION OF MEMBERS

- 6.1 A member of the association who has paid all monies due and payable by him to the association may resign from the association by first giving one months' notice in writing to the administrator of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 6.2 Upon the expiration of a notice given under sub-clause (1), the administrator shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

EXPULSION, SUSPENSION OR FINING OF MEMBERS

7.1 Subject to these rules, the Board may by resolution or the Investigation Committee as per clause 7.1(b) may:

- a) expel a member from the association;
- b) suspend a member from membership or affiliation of the association for a specific period, or
- c) fine a member in accordance with the regulations

If the Board is of the opinion that the member:

- d) has refused or neglected to comply with these rules; or
- e) has been guilty of conduct unbecoming a member or affiliated team or prejudicial to the interests of the association.

7.2 A resolution of the Board under sub-clause 1(a):

- a) does not take effect unless the Board, at a meeting held not earlier than 7 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
- b) where the member exercises a right of appeal to the association under this clause the resolution does not take effect unless the association confirms the resolution in accordance with this clause.

7.3 Where the committee passes a resolution under sub-clause (1), the administrator shall, as soon as practicable, cause to be served on the member a notice in writing:

- a) setting out the resolution of the Board and the grounds on which it is based;
- b) stating the member may address the Board at a meeting to be held within 7 days after service of the notice;
- c) stating the date, place and time of that meeting;
- d) informing the member that they may do one or more of the following:
 - i) attend that meeting
 - ii) give to the Board before the date of that meeting, a written statement seeking the revocation of the resolution;

7.4 At a meeting of the Board held in accordance with subclause (2), the Board:

- a) shall give to the member an opportunity to be heard;
- b) shall give due consideration to any written statement submitted by the member; and
- c) shall by resolution determine whether to confirm or to revoke the resolution.

7.5 Where the administrator receives a notice under sub-clause 7.2(b), the administrator shall notify the Board and the Board shall convene a general meeting of the association to be held within 7 days of the date of which the administrator received the notice.

7.6 At a general meeting of the association convened under subclause 5:

- a) no business other than the question of the appeal shall be transacted;

- b) the Board may place before the meeting, details of the passing of the resolution;
- c) the member shall be given the opportunity to be heard; and
- d) the members present shall vote by secret ballot on the question whether the resolution shall be confirmed or revoked.

7.7 If at the general meeting:

- a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- b) members, who as a result of prejudicial conduct are found to be guilty of such behaviour, may be disciplined according to the Hockey Albury-Wodonga Inc. by-laws.

ANNUAL GENERAL MEETINGS

- 8.1 The association shall in each calendar year during the month of November convene an annual general meeting of its members.
- 8.2 The annual general meeting shall be held on such day as the Board determines.
- 8.3 The annual general meeting shall be specified as such in the notice convening it.
- 8.4 The ordinary business of the annual general meeting shall be:
 - a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - b) to receive from the committee reports upon the transactions of the association during the last preceding financial year;
 - c) to elect the Board of Management, Policy Committees and Operating Committees; and
 - d) to receive and consider the audited financial statement by the association in accordance with the Act.
 - e) to determine the affiliation fee payable by each member.
 - f) to determine the fee payable by associate members for the forthcoming year.
 - g) to receive and approve the budget of the association for the following year.
- 8.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 8.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

GENERAL MEETINGS NOTICE

- 9.1 a) The administrator of the association shall, at least 7 days before the fixed date for holding a general meeting of the association, cause to be sent to each club secretary of the association at their address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- b) The administrator of the association shall, at least 7 days before the date fixed for holding a general meeting of the association, cause a minimum of three advertisements of such meeting, to be placed in three separate editions of the Border Morning Mail.
- 9.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 9.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the administrator, who shall include that business in the notice calling the next general meeting after receipt of the notice.

PROCEDURE

- 10.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general shall be deemed to be special business.
- 10.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 10.3 20 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 10.4 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same date in the next week at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present shall be the quorum.

CHAIRMAN

- 11.1 The President, or in his absence, the Vice-President, shall preside as chairman at each general meeting of the association.
- 11.2 If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

ADJOURNMENT

- 12.1 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 12.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.
- 12.3 Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

VOTING

- 13.1 Only Council members are entitled to vote at a general meeting of the association. The Council shall comprise of:
 - a) The Board,
 - b) One club delegate vote for the first team then one club delegate vote for every two teams thereafter to a maximum of five club delegate votes.
 - c) One delegate representing the life members of the association. This delegate shall be a life member and shall have been selected at a meeting of life members at least one month prior to the A.G.M. This meeting of life members shall be called by the Board of Management giving at least two weeks' notice to all contactable life members and will be chaired by the president or his/her nominee. The selected delegate shall represent life members for one calendar year.
- 13.2 The notice appointing a member of the Council shall be on the form set out in Appendix 3. The notice shall be given to the administrator no later than three days before the time of the general meeting.
- 13.3 A question arising at a general meeting of Council shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by particular majority or lost,

and an entry to that effect in the minute book of the association is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against, that resolution.

- 14.1 Upon any question arising at a general meeting of the association, a Council member has one vote only.
- 14.2 All votes shall be given personally or by proxy.
- 14.3 In the case of an equality of voting on a question, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 15.1 If at a meeting a poll on any question is demanded by not less than three Council members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 15.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 16.1 A Council member is not entitled to vote at any general meeting unless all monies due and payable by the Council member and/or the club of the Council member to the association have been paid, other than the amount of the annual subscription payable in respect of the current financial year. Fees will be accepted up to three days prior to the meeting for determining eligibility under this clause.

PROXIES

- 17.1 At a General meeting of the association, a Council member may appoint another Council Member as a proxy by written notice given to the administrator no later than three days before the time of the meeting in respect of which the proxy is appointed.
- 17.2 The notice appointing the proxy shall be in the form set out in Appendix 2.

BOARD OF MANAGEMENT POWERS

- 18.1 The affairs of the association shall be managed by a Board of Management of Hockey Albury-Wodonga Inc. as provided in rule 19.
- 18.2 The Board of Management:
 - a) shall control and manage the business and affairs of the association;
 - b) shall oversee, implement and review the business plan.

- c) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the association; and
- d) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of the association.
- e) may not approve major items or extraordinary items of expenditure or approve loans by the association unless confirmed by the association at a general meeting.
- f) may, subject to these rules, amend, vary or modify the association's by-laws but prior to the passing of any alteration to the association's by-laws such alterations must be ratified at a meeting by at least 70% of delegates of all clubs present (as per sub-clause 13.1b).

BOARD OF MANAGEMENT

19.1 The Board of Management of the association shall be the: -

- a) President
- b) Directors (8). Each Director being responsible for a portfolio.
 - Finance & Facilities
 - Competitions
 - Carnivals & Special Events
 - Athlete Development
 - Junior Representative Hockey
 - Senior Representative Hockey
 - Marketing, Promotion & Media

19.2.1 The Board of Management have the power to conduct the day to day affairs of the association between Board meetings.

19.2.2 All Directors shall report to each meeting of the Board the activities of the Policy & Operating committees.

POLICY COMMITTEES

19.2.2 Reporting to the Board through the Director responsible on the Board, are eight Policy committees each comprising of at least three persons plus the Director on the Board as the chairperson, and consist of:

- a) Finance & Facilities
- b) Competitions
- c) Carnivals & Special Events
- d) Athlete Development

- e) Umpiring
- f) Junior Representative Hockey
- g) Senior Representative Hockey
- h) Marketing, Promotion & Media

19.2.3 Each Policy committee has the power to conduct the day to day affairs of its portfolio between Policy committee meetings in accordance with the association by-laws.

OPERATING COMMITTEES

19.2.4 Reporting to each Policy committee (excluding Finance & Facilities) is an Operating committee each comprising of such members as determined by the Director of the Policy committee in accordance with the association by-laws.

- a) Fixtures, Records, Investigation
Reporting to Director, Competitions
- b) Easter Carnival, Championships, Other Carnivals.
Reporting to Director, Carnivals & Special Events
- c) Academy, NCAS, Schools, Minkey.
Reporting to Director, Athlete Development
- d) Appointments, Assessment, Development, Rules.
Reporting to Director, Umpiring
- e) Juniors - Appointments & Selections.
Reporting to Director, Junior Representative Hockey
- e) State League, Veterans & Seniors - Appointments & Selections.
Reporting to Director, Senior Representative Hockey

19.2.5 Each Operating committee has the power to conduct the day to day affairs of its portfolio between Operating committee meetings in accordance with the association by-laws.

19.3 The provisions of rule 21 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the Board mentioned in clause 19.1.

- i) Each Director of the association, with the exception of the President, shall hold office for two years. In years ending in an even number the directors of Finance & Facilities, Carnivals & Special Events, Marketing, Promotion & Media and Junior Representative Hockey shall be elected. In years ending in an odd number the directors of Competitions, Umpires, Athlete Development and Senior Representative Hockey shall be elected. The President shall hold office for a three year term and is eligible for re-election.

- ii) In the event of a casual vacancy of any director referred to in clause (19.1) the Board may appoint one of its Policy committee members to the vacant office and the member so appointed may continue as a director until that directors portfolio is due for re-election.
- 20.1 Subject to section 20 of the Act, the Board of Management shall consist of:
- a) The Board of Directors as outlined in 19.1.
- 20.2 Each member of a Policy & Operating committee subject to these rules will hold office until the annual general meeting next after the date of their election and will be eligible for re-election.
- 20.3 In the event of a casual vacancy occurring in the office of a Policy & Operating committee, the Board may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting following the date of his appointment.

ANNUAL ELECTION OF BOARD OF MANAGEMENT, POLICY & OPERATING COMMITTEES

- 21.1 Nominations of candidates for election to the Board of Management, members of the Policy committees and Operating committees shall be:
- a) made in writing on the prescribed form (appendix 1), signed by two members of the association and the written consent of the candidate; and
 - b) shall be delivered to the administrator of the association not less than 14 days before the date fixed for the holding of the annual general meeting.
 - c) The Vice-President shall be elected by the Board of Management from the six (6) portfolio Board members for a one (1) year term but shall be eligible for re-election at the end of that term.
- 21.2 If insufficient nominations are received to fill all vacancies on the Board of Management, Policy committees and Operating Committees, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 21.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected:
- a) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 21.5 The ballot for the election of the Board of Management, shall be conducted at the annual general meeting in such usual and proper manner as the Board may direct. Elections for the policy and operating committees shall be conducted at the first club presidents and secretaries meeting following the annual general meeting.

- a) A nomination for a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- b) However, this clause may be waived where a candidate who has applied for the Board or a higher position fails to gain election may subsequently nominate for a lesser position. If a director has been elected unopposed, any council member, seconded by at least five other members physically present, may move for that directors election to be declared null and void. Upon receiving a majority of the votes at that council meeting, the motion will take effect. The position is to be filled by further election according to the constitution.

GROUNDS FOR TERMINATION OF OFFICE

22.1 For the purpose of these rules, a Board member, Policy or Operating committee member of the association becomes vacant if the member:

- a) ceases to be a member of the association;
- b) becomes an insolvent under administration within the meaning of the respective State Corporations Law, or
- c) resigns his office by notice in writing given to the President.

PROCEEDINGS OF THE BOARD OF MANAGEMENT

23.1 The Board of Management shall meet monthly on a day that is most suitable for the majority of the Board members.

23.2 Special meetings of the Board may be convened by the President or any two of the Board.

23.3 Notice shall be given to all members of the Board of any special meeting stating the general nature of the business to be transacted.

23.4 Any four members of the Board of Management shall constitute a quorum for the transaction of the business of the meeting of the Board.

23.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting the quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

23.6 At meetings of the Board of Management:

- a) The President or in his absence the Vice-President shall preside;
- b) If the President and the Vice-President are absent, one of the remaining members of the Board may be chosen by the members present to preside.

- 23.7 Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a member of the Board, by a poll taken in such manner as the person presiding at the meeting may determine.
- 23.8 Each member present at a meeting of the Board is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 23.9 Written notice of each Board meeting shall be served on each member of the Board by delivering it at a reasonable time before the meeting or by sending it by pre-paid post addressed to the usual or last named place of abode at least two business days before the date of the meeting.
- 23.10 Subject to clause (23.4) the Board may act notwithstanding any vacancy on the Board.
- 23.11 All correspondence for the attention of the Board shall be forwarded to the administrator at the association's postal address in the first instance.
- 23.12 The administrator of the association shall keep minutes of the resolutions and proceedings of each general meeting, Board meeting, Policy committee meeting and Operating committee meeting which shall include a record of the names of persons present at such meetings.
- 23.13 The administrator of the association:
- a) shall collect and receipt all monies due to the association and make all payments authorised by the Board; and
 - b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the association.
- 23.14 All expenditure shall be authorised by the Board.
- 23.15 The accounts and books referred to in clause (23.13) shall be available for inspection by members given reasonable notice.

PROCEEDINGS OF THE POLICY COMMITTEES

- 24.1 Each Policy committee shall meet at least monthly on a day that is most suitable for the majority of the committee members during the season and as needed during the off season.
- 24.2 Special meetings of a Policy committee may be convened by the Chairperson or any two of the committee members.
- 24.3 Notice shall be given to all members of the Policy committee of any special meeting stating the general nature of the business to be transacted.

- 24.4 Any three members of a Policy committee shall constitute a quorum for the transaction of the business of the meeting of the Policy committee.
- 24.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting the quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 24.6 At meetings of a Policy committee:
- a) The Director responsible for the portfolio or in his absence a Director nominated by the President shall preside.
- 24.7 Questions arising at a meeting of a Policy committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 24.8 Each member present at a meeting of a Policy committee is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 24.9 Written notice of each Policy committee meeting shall be served on each member of the Policy committee by delivering it at a reasonable time before the meeting or by sending it by pre-paid post addressed to the usual or last named place of abode at least two business days before the date of the meeting.
- 24.10 Subject to the clause (24.4) a Policy committee may act notwithstanding any vacancy on the committee.
- 24.11 All correspondence for the attention of a Policy committee shall be forwarded to the administrator at the association's postal address in the first instance.
- 24.12 Each Policy committee shall nominate a minute taker who shall keep minutes of the resolutions and proceedings of each Policy committee meeting which shall include a record of the names of persons present at such meetings.
- 24.13 Minutes of each Policy committee meeting shall be forwarded to the administrator of the association within three days of the meeting for distribution to the Board of Management and Policy committee members.

PROCEEDINGS OF THE OPERATING COMMITTEES

- 25.1 Each Operating committee shall meet at least monthly on a day that is most suitable for the majority of the committee members or as determined by the Policy committee.
- 25.2 Special meetings of an Operating committee may be convened by the Director responsible.

- 25.3 Notice shall be given to all members of an Operating committee of any special meeting stating the general nature of the business to be transacted.
- 25.4 Any three members of an Operating committee shall constitute a quorum for the transaction of the business of the meeting of the Operating committee.
- 25.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting the quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 25.6 At meetings of an Operating committee:
- a) The Director responsible for the portfolio shall nominate a Chairperson to preside.
- 25.7 Questions arising at a meeting of an Operating committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 25.8 Each member present at a meeting of an Operating committee is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 25.9 Written notice of each Operating committee meeting shall be served on each member of the Operating committee by delivering it at a reasonable time before the meeting or by sending it by pre-paid post addressed to the usual or last named place of abode at least two business days before the date of the meeting.
- 25.10 Subject to the clause (25.4) an Operating committee may act notwithstanding any vacancy on the committee.
- 25.11 All correspondence for the attention of an Operating committee shall be forwarded to the administrator at the association's postal address in the first instance.
- 25.12 Each Operating committee shall nominate a minute taker who shall keep minutes of the resolutions and proceedings of each Operating committee meeting which shall include a record of the names of persons present at such meetings.
- 25.13 Minutes of an Operating committee meeting shall be forwarded to the administrator of the association within three days of the meeting for distribution to the Board of Management, Policy Committee and Operating committee members.

REMOVAL OF BOARD OF MANAGEMENT, POLICY & OPERATING COMMITTEE MEMBERS

- 26.1 The association in general meeting may by resolution remove any member of the board, policy or operating committee before the expiration of the members term of

office and appoint another member in the members stead to hold office until the expiration of the term of the first mentioned member.

- 26.2 Where the member to whom a proposed resolution referred to in clause (26.1) makes representations in writing to the administrator or President of the association (not exceeding a reasonable length) and request that they be notified to the members of the association, the administrator or the President may send a copy of the representations to each member of the association or, if they are not so sent, the member may require that they be read out at a meeting.

SIGNING OF NEGOTIABLE INSTRUMENTS

- 27.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by at least two members of the Board or one member of the Board and the administrator.

COMMON SEAL

- 28.1 The Common Seal of the association shall be kept in a secure place as determined by the Board of Management.
- 28.2 The Common Seal shall not be affixed to any instrument except by the authority of the Board of Management and the affixing of the Common Seal shall be attested by the signatures either of two members of the Board of Management or one member of the Board of Management and the Public Officer.”

ALTERATION OF STATEMENTS OF OBJECTS AND RULES

- 29.1 These rules and the statement of objects of the association shall not be altered except by special resolution by the association, at a general meeting. Notice of such alteration to be included in the agenda for that meeting as per clause 9(1-3).

NOTICES

- 30.1 A notice may be served by or on behalf of the association upon any member either personally or by sending it by post to the member at his address shown in the register of members.
- 30.2 Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING-UP

- 31.1 in the event of the winding up or the cancellation of the incorporation of the association, the assets of the association shall be disposed of in accordance with the provisions of the Act.

CUSTODY OF BOOKS AND OTHER DOCUMENTS

- 32.1 Except as otherwise provided in these rules, the administrator shall keep in his custody or under his control all books, documents and securities of the association. These are to be available for inspection by the members at a reasonable hour and given reasonable notice.

SOURCES OF FUNDS

- 33.1 The funds of the association shall be derived from entrance fees, annual levies, loans, donations, grants and such other sources as the association determines.
- 33.2 The funds are to be applied in pursuance of the objects of the association in such manner as the committee determines.
- 33.3 All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 33.4 The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

INSURANCE

- 34.1 The association shall effect and maintain insurance pursuant to section 44 of the act.
- 34.2 In addition to the insurance required under clause (1) the association may effect and maintain other insurance.

FUNDS - MANAGEMENT

- 35.1 Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objects of the association in such manner as the Board determines.
- 35.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Board or employees of the association, being members or employees authorised to do so by the Board.

ALTERATION OF OBJECTS AND RULES

36. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

SURPLUS PROPERTY

- 37.1 At the first general meeting of the association, the association shall pass a special resolution nominating an incorporating association as the association in which is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.
- 37.2 The incorporated association so nominated shall be one which fulfils the requirements specified in section 53 (2) (a) - (c) of the Act.

PART VI

ADDITIONAL RULES APPLICABLE TO CHARITIES

APPLICATION OF PART

38. This part applies where the association is registered under or is exempted from registration by or under the Charitable Collections Act 1934.

PAYMENT, ETC., OF OFFICEBEARERS AND MEMBERS

39. A member of the Board shall not be appointed to any salaried office of the association or any office of the association paid by fees, and no remuneration or other benefit in money or moneys worth shall be given by the association to any member of the Board except:
- a) the repayment of out-of-pocket expenses;
 - b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the associations bankers for money lent to the association; and
 - c) reasonable and proper rent for premises let to the association.

VACATION OF OFFICE

40. Without limiting the operation of rules 19, the office of a member of the Board shall become vacant if:
- a) the member holds an office of profit in the association; or
 - b) the member is directly or indirectly interested in any contract or proposed contract with the association.

SURPLUS PROPERTY

- 41.1 At the first general meeting of the association, the association shall, notwithstanding rule 41, pass a special resolution nominating a charity registered under the Charitable Collections Act, 1934, or exempted from registration by or under that Act, in which is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.
- 41.2 The charity so nominated shall be one which fulfils the requirements specified in section 53(2) (a)-(c) of the Act.

NOTIFICATION OF PROPOSED ALTERATION OF RULES

42. A proposed alteration of the rules or of the statement of objects of the association shall be notified to the Minister administering the Charitable Collections Act, 1934, in the manner required by the regulations under that Act.

COMPLIANCE WITH CHARITABLE COLLECTIONS ACT, 1934

43. The association shall comply with such of the provisions of the Charitable Collections Act, 1934, and the regulations thereunder as are applicable to it.

REGISTER OF JUNIOR MEMBERS

- 44.1 The Administrator shall keep and maintain a register of junior members in which shall be entered:
- a) Full name
 - b) Address
 - c) Date of Entry
 - d) Date of birth
- of each junior member and their status and the register shall be available for inspection by members at the office of the administrator within reasonable hours. Junior members shall not be over the age of 18 years. Junior members shall not be entitled to vote in person or by proxy.

44.2 The Board may by resolution resolve to fix an annual fee for junior membership of the association from time to time and shall be entitled at its discretion to expel a junior member from the association, suspend a junior member from junior membership or affiliation of the association or to fine a junior member in accordance with the regulations if the junior member has been guilty of conduct unbecoming a junior member or affiliated team or prejudicial to the interest of the association or has refused or neglected to comply with these rules. A junior member may exercise the right to appeal under rule 7, clauses 1-7.

APPENDIX 1

**Nomination for Election to the
Board of Management, Policy & Operating Committees**

<u>ANNUAL ELECTION OF BOARD OF MANAGEMENT, POLICY & OPERATING COMMITTEES</u>	
21.1	Nominations of candidates for election to the Board of Management, members of the Policy committee and Operating committees shall be:- a) made in writing on the prescribed form (appendix 1), signed by two members of the association and the written consent of the candidate; and b) shall be delivered to the administrator of the association not less than 14 days before the date fixed for the holding of the annual general meeting.

The nomination of

to the position of.....

on the association's.....

(Board of Management, Policy Committee, Operating Committee)

is hereby submitted by the following two members of the association.

.....
(SIGNATURE OF PROPOSER)

.....
(SIGNATURE OF SECONDER)

...../...../.....

...../...../.....

This nomination is with the consent of the nominee.

.....
(SIGNATURE OF NOMINEE)

...../...../.....

**This form must be received at the Association
office by 5:00pm on DATE (15 days prior to the AGM)**

Note that Board members are required to have a Working with Children Check for both NSW and Victoria

APPENDIX 2

Hockey Albury-Wodonga Inc.
Proxy form

<u>PROXIES</u>	
17.1	At a General meeting of the association, a Council member may appoint another Council Member as a proxy by written notice given to the administrator no later than three days before the time of the meeting in respect of which the proxy is appointed.
17.2	The notice appointing the proxy shall be in the form set out in Appendix 2.

I,.....
(FULL NAME)

of.....
(ADDRESS)

being a Council member of Hockey Albury-Wodonga Inc., hereby appoint

.....
(FULL NAME OF PROXY)

of.....
(ADDRESS)

being a Council member of Hockey Albury-Wodonga Inc., to vote for me on my behalf at the **ANNUAL GENERAL MEETING** of Hockey Albury-Wodonga Inc. on **(Enter AGM DATE)**.

SIGNED.....

Dated this.....day of.....20XX

**Proxies must be forwarded to the Association
office by 5:00pm on DATE (4 days before the AGM)**

APPENDIX 3

Hockey Albury-Wodonga Inc.
Nomination Form
Club Delegate(s) as Council Members
General Meeting

<u>VOTING</u>	
13.1	A member is entitled to vote at a general meeting of the association only if a member of the Council. The Council shall comprise of:- a) The Board, b) One club delegate vote for the first team then one club delegate vote for every two teams thereafter to a maximum of five club delegate votes.
13.2	The notice appointing a member of the Council shall be on the form set out in Appendix 3. Notice shall be given to the administrator no later than three days before the time of the general meeting.

I,.....
(FULL NAME)

of.....
(ADDRESS)

being a member ofHockey Club, will represent the club as a voting delegate at the **ANNUAL GENERAL MEETING** of Hockey Albury-Wodonga Inc. on (***Enter AGM DATE***).

.....
(SIGNATURE OF DELEGATE)

.....
(SIGNATURE OF CLUB PRESIDENT)

.....
(SIGNATURE OF CLUB SECRETARY)

Dated this.....day of.....20XX.

**This form must be forwarded to the Association
office by 5:00pm on DATE (4 days before the AGM)**