

Clare and District Hockey Association Incorporated Constitution

1. Name

The name of the Association shall be the CLARE AND DISTRICT HOCKEY ASSOCIATION INCORPORATED.

2. Objects

To promote, organize and foster hockey in the Clare Valley and surrounding districts.

Under the Associations Incorporation Act 1985, the Association -

- (a) acquires, holds, deals with, and disposes of, any real or personal property; and
- (b) administers any property on trust; and
- (c) opens and operates accounts; and
- (d) invests its moneys –
 - (i) in any security which trust moneys may, by Act of Parliament, be invested; or
 - (ii) in any other manner authorize by the rules of the association; and
- (e) Borrow money upon which terms and conditions as the association thinks; fit and
- (f) Give such security for the discharge of liabilities incurred by the association as the association thinks fit; and
- (g) Appoint agents to transact any business of the association on its behalf; and
- (h) Enter into any other contract it considers necessary or desirable.

3. Affiliation

Any club within the region may be accepted for affiliation.

Each Club on affiliation shall be supplied with a copy of these Rules, and a copy of all By-laws, and shall with all its members be bound thereby.

Each affiliated Club will pay annual subscriptions 3 weeks into the playing season.

Management Committee of the Association may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the association or sport into disrepute.

Membership may be granted on such conditions as the Management Committee may think fit e.g. Social Members.

4. Executive Committee

The Executive Committee consists of the President, Vice-President, Secretary and Treasurer.

The Executive Committee may appoint sub-committees of members and non-members for specific purposes. For example recorder, junior matters, and umpiring. A job description will be provided for these roles of sub committees. The Executive Committee will oversee any sub-committee.

5. Management Committee

The Management Committee consists of the Executive Committee, and delegates from each affiliated club. Each Club shall appoint two (2) representatives to act as delegated at Management Committee meetings. If

the delegated representative is unable to attend a meeting, a proxy may take their place and have the full power of a delegate.

6. Life Members

Nominees for Life Membership are to have served at least ten (10) years outstanding service to the Association. The Executive Committee or any financial member can make nominations.

The Secretary must notify all affiliated clubs and the Executive Committee of the nominees for Life Membership within fourteen (14) days of the AGM.

Election shall be by two-thirds majority of those present at an AGM and voting shall be by secret ballot.

Life Members are welcome to attend Management Committee meetings and may speak on any subject before the meeting but shall not be permitted to vote.

All Life Members shall be entitled to all the privileges and shall be subject to all duties of a member of the Association during his or her life save, except Life Members shall not be required to pay any annual fees, Association presentation dinner meals, or other subscription fees.

7. Duties of President

- Shall chair all meetings for the Association (Including a Judiciary)
- At meetings, the President shall encourage full balanced participation by all members and shall decide on matters of order.
- Shall act as spokesperson for the Association unless an alternative spokesperson has been appointed by the Management Committee.

8. Vice President

- In the absence of the President at any meeting the Vice President shall assume the role of the President

9. Duties of Secretary

- Shall administer the affairs of the Association as directed by the Management Committee.
- Prepare minutes from meetings and send to all affiliated clubs
- Keep a record of the names and addresses of all affiliated clubs and Association office bearers.
- Attend Judiciary meetings to record proceedings, but not vote.
- Conduct all general correspondence and keep copies of such correspondence.

10. Duties of Treasurer

- Receive all monies for and on behalf of the Association and pay them into an account authorized by the Management Committee in the name of the Association.
- Pay all accounts approved by the Executive or Management Committee. Such payments must have two (2) authorized signatories. (President, Secretary or Treasurer)
- Submit a statement of the financial position of the Association for each Management Committee meeting.
- Submit a reconciliation statement of the yearly accounts to the AGM.

11. Public Officer

- The Public Officer is responsible for the common seal. The Public Officer must sign any changes made to the constitution.

12. Annual General Meeting or Special General Meeting

The Annual General Meeting of the Association shall be held annually and no later than 6 weeks after the Grand Final Day. Fourteen (14) days notice must be given to all affiliated clubs and placed in the classified section of the local papers.

All positions on the Management Committee shall be declared vacant at the Annual General Meeting and nominations called for. All retiring members shall be eligible to stand for re-election.

The business of the Annual General Meeting shall be:-

- Confirm minutes from previous AGM
- To receive a President's report
- To receive a Treasurer's report for the Financial Year
- To elect or re-elect positions of the Management Committee
- To confer Life Membership
- To conduct any other business placed on the agenda before the commencement of the meeting

The secretary shall call a Special General Meeting within 14 days of a request to that effect from the Management Committee or on the written request of not less than half the number of affiliated clubs. At least seven (7) days notice of such a meeting, stating the special business, shall be given to the Management Committee and secretaries of all affiliated clubs.

13. Quorums and Voting

The quorum at Management Committee meeting shall be not less than half the number of Executive Committee members and representatives from not less than one half the number of affiliated clubs.

For Annual General and Special General meetings a quorum shall consist of not less than fifteen (15) financial members of the Association. A parent of a financial junior player (Under 18 years at the 1st of January of that year) is counted as part of the quorum.

If at any meeting there is not a quorum within 30 minutes of the advertised time, the majority of members present may decide to adjourn the meeting until further notice.

Each committee member or club delegate present at a meeting shall be entitled to one vote. (There will be no absentee voting)

The Chairperson at any meeting shall only have a vote if all votes are equal. This is a casting vote.

Voting by secret ballot includes the following:-

- Any contested election
- Election of Life Members
- If requested by members

The meeting shall appoint two scrutineers from amongst those present, who are not contestants in the ballot. If the votes are equal the Chairperson shall have the casting vote.

14. Playing Grounds

Playing fields need to be in a fair playing condition. Each affiliated club is responsible for their grounds. The Executive committee has the right to fine or refuse a ground that is not in fair playing condition.

15. Finance

The income, property and funds of the Association shall be used solely towards the promotion of hockey.

The Association monies shall be kept in a nominated bank account in the name of 'Clare and District Hockey Association Incorporated'.

All accounts shall be passed by a Delegates Meeting or by the Executive Committee.

The financial year of the Association shall close at the end of October.

16. Judiciary

The Judiciary shall consist of 5 appointed individuals as nominated at an AGM and at least one from each affiliated club. The President shall chair the meeting, the secretary shall record proceedings but neither shall vote. In a tied Judiciary the President may have the casting vote.

The role of the Judiciary is to hear and determine charges against players and other persons infringing the Constitution and By-Laws of the Association. The Judiciary has power to suspend (from playing or exercising of official functions), fine, warn, reprimand and or suspend penalty on players or other persons who infringe the Constitution and By-Laws of the Association.

The Judiciary may dismiss a report as being trivial or as not having been proved against a player or other persons. The Judiciary may summon any person to appear and give evidence at a hearing. Evidence may be admitted or rejected by the discretion of the Judiciary.

The representative or representatives of the club or clubs involved in the dispute currently before the Judiciary may attend the Judiciary and may speak on any matter before the Judiciary but may not vote.

The quorum at a Judiciary meeting shall be not less than one half the number of Judiciary members.

All decisions made by the Judiciary will be final, and the Management Committee shall be notified accordingly. Any parties wishing to appeal, must notify the secretary within fourteen (14) days of the hearing where-upon the Management Committee shall make a final decision at the next meeting.

17. Changes to Constitution and By-laws

This constitution may be amended at an Annual General Meeting or Special Meeting by two-thirds of financial of club members present. Fourteen (14) days notice shall be given to all affiliated clubs and a written copy of the proposed amendments made available.

The Management Committee shall have the power to make, amend or rescind Association By-Laws.

18. Closure of the Association

The Association shall not be dissolved except by approval of not less than three-quarters of financial persons of member clubs present. A Special Meeting shall be called with one calendar month's written notice of the purposed dissolution has been distributed to all financial members.

On dissolution all property and funds remaining after payments of all legal liabilities shall be divided equally and distributed to each affiliated club

19. Indemnity Clause

The Executive and Management committee of the Association shall be indemnified out of the funds of the Association against any liability incurred in the discharge of any duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgement is given in favour of the person or in which the person is acquitted.