

HOCKEY COFFS COAST INC.  
CONSTITUTION

CONTENTS

	PAGE
1. Name	2
2. Objects	2
3. Definitions	2-3
4. Affiliations	3
5. Membership	3-5
6. Member's Liability	5
7. Disciplining of Members	5
8. Rights of Appeal	6
9. Board of Directors	6-8
10. Committees	8
11. Meetings	8-9
12. Appointments	9
13. Finance	9-10
14. Special Resolutions	10
15. Public Officer	10-11
16. Miscellaneous	11
17. Winding Up	12

# HOCKEY COFFS COAST INC.

## CONSTITUTION

### 1. NAME

- 1.1 The name of the Association shall be Hockey Coffs Coast Inc. (herein called "the Association").

### 2. OBJECTS

- 2.1 The objects of the Association shall be:
- 2.1.1 to promote, foster, control and manage the game of hockey in the Coffs Coast region, the geographical area being defined by the Board.
  - 2.1.2 to arrange and control tours and matches within the State, interstate or abroad.
  - 2.1.3 to arrange to host State Championships, Tournaments and Events.
  - 2.1.4 to select and manage teams and squads to attend State Championships, Tournaments and Events.
  - 2.1.5 to do all other lawful things as are incidental to or which the Association may think conducive to the attainment of these objects.

### 3. DEFINITIONS

- 3.1 "Act" means the Associations Incorporation Act as amended and in force from time to time.
- 3.2 "Affiliated Body" means such organization as may be admitted as an Affiliated Body, by resolution of the Board, provided that an application for admission has been made in writing and the required fees have been paid. An Affiliated Body shall not have any voting privileges.
- 3.3 "Playing Member" means a person who is registered with an affiliated team playing in an official Association competition. A playing member who is over the age of 18 shall have voting rights.
- 3.4 "Associate Member" means a person who may be admitted to membership of the Association, provided that the application has been made in writing and the required fees have been paid. An Associate Member who is over the age of 18 shall have voting rights.
- 3.5 "Life Member" means a person who has been granted Life membership of the Association in accordance with this Constitution. A life member who is over the age of 18 shall have voting rights.
- 3.6 "Honorary Member" means a person who has been granted honorary membership to the Association in accordance with the Constitution. The Board may appoint a person with honorary membership for the purpose of joining a Sub-Committee or the Board. Honorary Membership will entitle the honorary member voting rights at the particular Sub-Committee or Board Committee that they are a member of. They shall not have voting rights at any other meeting nor shall they be entitled to any other privileges.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 3.7 "Patron" means a person who gives influential support to the Association either by financial means or professional advice.
- 3.8 "Board" means Board of Directors as provided in Section 9 of this Constitution.
- 3.9 "Clubs/Teams" means a group of members who are registered as an entity within the Association.
- 3.10 "Commission" means the Dept of Fair Trading or its successors being the body responsible for the Act.
- 3.11 "Committee" means each such Committee as provided in the Constitution.
- 3.12 "Directors" means the Directors as provided in paragraph 9.1.
- 3.13 "FIH" means the Federation of Internationale de Hockey.
- 3.14 "General Meeting" means an Annual General Meeting, a General Meeting or a Special Meeting of the Association.
- 3.15 "Hockey" means the game of hockey and includes field hockey and indoor hockey.
- 3.16 "Rules" means the rules set forth in this Constitution as amended from time to time.
- 3.17 "State" means the State of New South Wales.
- 3.18 "Underage" means under the age of 18.
- 3:19 "Independent Directors" means Directors appointed by the elected Directors of the Association, provide that such Independent Directors have specific skills in commerce, finance, marketing, law, business or government and may be appointed outside of the Association membership.

## 4. AFFILIATIONS

- 4.1 The Association may affiliate with such other Associations or bodies as it may deem appropriate to further the objects of the Association.

## 5. MEMBERSHIP

- 5.1 The membership of the Association shall consist of:
  - 5.1.1 playing members
  - 5.1.2 associate members
  - 5.1.3 life members
  - 5.1.4 patrons
  - 5.1.5 honorary members
  - 5.1.6 club members

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 5.2 The jurisdiction of the Association shall extend to and be acknowledged by all Members of the Association.
- 5.3 A register of all Members shall be kept by the Association showing the names and addresses of each Member.
- 5.4 Patrons & Life Members
  - 5.4.1 The Association may at the Annual General Meeting, by a majority of two third of those present and voting, confer on any person the title of Patron, provided that the number of Patrons at any time shall not exceed four in number.
  - 5.4.2 Patrons shall be reviewed on an annual basis.
  - 5.4.3 All nominations for Life Membership shall be in writing, contain all relevant supporting details and shall be signed by the proposer and seconder and forwarded to the Association Board for consideration. The proposer and seconder may be invited to attend the meeting at which the Life Membership is being considered if deemed necessary.
  - 5.4.4 All persons nominated for life membership must have rendered outstanding service to the Association for a minimum period of ten years. (This period may be aggregated).
  - 5.4.5 The number of Life Members shall not be limited, however, only two life members may be elected in any one year.
  - 5.4.6 A patron or life member shall be permitted to attend any general meeting of the Association and address such meeting, join in discussion, but a Patron shall not be entitled to vote. A life member shall be entitled to vote at such meetings.
  - 5.4.7 Life Members shall receive a Life Membership Badge or some other form of significant acknowledgment of their Life Membership.
  - 5.4.8 Life Members shall be exempt from paying all fees with the exception of Synthetic Turf Fees, Indoor Court Hire Fees and Representative costs.
  - 5.4.9 A Life Member of the Association ceases to be a Life Member of the Association if they:
    - 5.4.9.1 die
    - 5.4.9.2 resign that membership
    - 5.4.9.3 are expelled from the Association
    - 5.4.9.4 their life membership is withdrawn by the Board for misconduct
  - 5.4.10 An Honorary Member may be appointed by the Board to form part of a Committee or become a Board Director as provided in rule 3.7

# HOCKEY COFFS COAST INC.

## CONSTITUTION

### 5.5 Club Members

All Clubs must be incorporated, sign a Membership Application form and Agreement to apply to become a member of the Association.

### 5.6 Membership to Hockey New South Wales

- (i) Hockey Coffs Coast Inc shall at all times be bound by the Constitution, Rules and Regulations of Hockey New South Wales Limited;
- (ii) Where there is any inconsistency between any provision of the Constitution, Rules and Regulations of Hockey Coffs Coast Inc 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;
- (iii) Hockey Coffs Coast Inc 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 decision.

## 6. MEMBER'S LIABILITY

- 6.1 The Members of the Association shall have no liability to contribute towards the 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 unpaid membership fees.

## 7. DISCIPLINING OF MEMBERS

- 7.1 Breaches of the Rules or misconduct on the part of any Member, Team, Club or an Affiliated Body shall be referred to the Board.
- 7.2 The board shall take such action as it may deem advisable, except it shall not expel from the Association any such Member, Team, Club or Affiliated Body except by a two-thirds majority of votes recorded at a Special Meeting convened for this purpose.
- 7.3 Cases of dispute arising between Members, Teams or Clubs or an Affiliated Body shall be first heard and dealt with by the Board.
- 7.4 Should the Board decide to refer a matter to the Judiciary Committee details of the alleged incident and a time, date and venue to hear the matter, shall be notified to the Member, Team, Club or Affiliated Body and to the Chairperson of the Judiciary Committee.
- 7.5 Decisions reached by the Judiciary Committee will be advised to the person/s by the Chairperson of the Judiciary Committee at the conclusion of the Judiciary meeting.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

### 8. RIGHTS OF APPEAL

#### 8.1

A Member, Team, Club or Affiliated Body has the right to appeal against any decision by the Judiciary Committee, Grading Committee or Board, provided that the said appeal involves only an interpretation of the FIH rules, by laws, procedures or constitution of Hockey Coffs Coast Inc.

#### 8.2

Procedure to lodge appeal:

Any appeal must be lodged in writing to the Association President, Secretary or Board Director within 5 days of receiving notice of the said decision.

#### 8.3

The appeal must set out:

The decision sought to be appealed

A concise statement of the facts, and

A concise submission stating the FIH rules, By-Laws, Procedures or Constitution of Hockey Coffs Coast Inc that has been contravened and setting out clearly in what respect the decision is alleged to be wrong.

#### 8.4

Upon receiving written notification of an appeal, the Appeals Committee must within 7 days arrange a meeting to hear the appeal.

#### 8.5

The decision of the Judiciary Committee, Grading Committee or Board shall stand until the appeal is heard.

#### 8.6

The decision of an appeal shall be advised to the respective party and this said decision shall be final.

### 9. BOARD OF DIRECTORS

#### 9.1

The Board shall consist of seven (7) Directors and will include the positions of President, Vice President, Secretary and Treasurer and three (3) Directors.

#### 9.2

Nominations for the Board of Directors shall be called at least three (3) months prior to the Annual General Meeting.

#### 9.3

Nominations for the Board of Directors shall be in writing, be proposed and seconded by a current member of the Association, signed by the candidate, acknowledging their willingness to stand for a position on the Board of Directors and agreement to provide a profile of themselves for the information of members.

#### 9.4

Nominations for the Board of Directors shall be lodged with the Association at least one (1) month prior to the Annual General Meeting.

#### 9.5

Nominations for the Board of Directors shall be called for the Positions of: President, Vice President, Secretary, Treasurer and three (3) Directors.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 9.6 Nominations for the Board of Directors shall be presented at the Association Annual General Meeting, at which those persons shall be duly elected, unless nominations exceed positions vacant and then an election by ballot shall take place at the Annual General meeting.
- 9.7 Any candidate, who nominates for the position of President, Vice President, Secretary or Treasurer and is not elected to this position, shall automatically be considered for election as one (1) of the three (3) Directors.
- 9.8 No person shall hold more than one Board Position.
- 9.9 The term of office for the Board of Directors will be a term of 2 years, with elections being held on a Bi-Annual basis.
- 9.10 Any vacancy occurring amongst Board Directors during the course of the term of office shall be filled at a Board Meeting after calling for nominations for that position.
- 9.11 The President or, in his or her absence the Vice President, shall act as chairperson at each general meeting, special meeting or Board Meeting.
- 9.12 If the President and Vice President are absent from a general meeting, special meeting or Board Meeting or are unwilling or unable to act as chairperson, the Members or Directors as the case may be, present at the meeting, shall elect one of their number to act as a chairperson.
- 9.13 The Board shall deal with all matters relating to the function of the Association subject to the provisions of these Rules and the decisions of a general meeting or special meeting. The Board shall have the power of the Association and its decisions shall be deemed to be the decisions of the Association.
- 9.14 The Board shall have the power to develop and implement policy for the Association.
- 9.15 Any actions taken or decision made by Directors within the authority of these Rules shall be binding on the Association and such acts and decisions shall be deemed to be those of the Association.
- 9.16 Board Meetings shall be held as often as deemed necessary by the Board to efficiently deal with business. Unless a Board Meeting is declared to be "In Committee" by the Chairperson for discussion on specific topics, all Members may attend Board Meetings. Only Board Directors may vote at Board Meetings.
- 9.17 A quorum at a Board Meeting shall be 4 (four) Directors.
- 9.18 Decisions arising at any Board Meeting shall be decided by a majority of votes of those present and voting. A chairperson at a Board Meeting may have a deliberate vote and if necessary may have a casting vote.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 9.19 A Director shall cease to hold office upon resignation in writing, on not being re-elected, on removal as a Member of the Association, on being expelled from the Association, on death or on absence from three successive Board Meetings without the approval of the Board.
- 9.20 That up to 2 independent directors may be appointed to the board provided that the independent directors have specific skill in commerce, finance, marketing, law, business or government and may be appointed outside of the Association membership.

### 10 COMMITTEES

- 10.1 The Board may appoint Committees as deemed necessary.
- 10.2 Appointment to Committees must be endorsed by the Board.
- 10.3 Each Committee shall elect a Chairperson and a Secretary.
- 10.4 Each Committee shall operate within their charter as resolved by the Board of Directors and shall submit a report to the Board of Directors as required.
- 10.5 Nominations for positions on Committees shall be called at least three (3) months prior to the Annual General Meeting.
- 10.6 Nominations for positions on Committees will be advertised and applications for positions must be in writing and lodged with the President or Secretary of the Board at least 1 month prior to the AGM and must be proposed and seconded by a current member of the Association and signed off by the candidate acknowledging their willingness to stand for the position on the particular Committee.
- 10.7 The Board shall have the right to dismiss any member of a Committee, who in the opinion of the Board, has failed to carry out his or her duties in a satisfactory manner.
- 10.8 The President of the Association is ex-officio to all Committees.

### 11. MEETINGS

- 11.1 The Annual General Meeting of the Association shall be held each year within three months of the end of the financial year of the Association.
- 11.2 General Meetings of the Association shall be open to all members and held as required or as set down by the Board of Directors and all business to be transacted shall be given to Club Delegates 7 days prior to this meeting in the form of an Agenda and in accordance with the By-Laws.
- 11.3 A Special Meeting is open to all Members of the Association and must be called by a resolution passed at a General Meeting or Board Meeting.
- 11.4 The following periods of notice shall be given for the calling of a meeting which shall be in writing and state the date, time and place of the meeting:
  - Annual General Meeting – Thirty (30) days notice.
  - Special Meeting – Seven (7) days notice
  - General Meeting – Seven (7) days notice
  - Notice may be via email.



# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 11.5 No other business than that for which a Special Meeting was called, or which in the opinion of the meeting shall bear directly thereon, shall be transacted.
- 11.6 A quorum at a General Meeting will be in accordance with the By-laws. A quorum at an AGM or Special Meeting of the Association will be 12 members.
- 11.7 Each Club must have 2 delegates present at a General Meeting, Special Meeting or AGM of the Association. Any Club failing to fulfil this commitment will incur a penalty as set down in the Association By-Laws.
- 11.8 A Special Meeting shall have the power to make, amend and delete these Rules in accordance with paragraph 14.1
- 11.9 A maximum of three members of an Affiliated Body shall be entitled to attend a General Meeting and may speak on any subject before the meeting.
- 11.10 Voting at a General Meeting will be 2 votes per Club. Voting at an AGM or Special Meeting will be 1 vote per financial member. No person shall be entitled to more than one vote.
- 11.11 The chairperson shall have a casting vote only except as specified in paragraph 9.18.

## 12 APPOINTMENTS

- 12.1 The Board shall call for applications for the appointment to any positions as deemed necessary for the effective administration of the Association.
- 12.2 The Board shall have the right to dismiss any appointee who, in the opinion of the Board, has failed to carry out his or her duties in a satisfactory manner.

## 13 FINANCE

- 13.1 The Financial Year of the Association shall begin on 1 January and end on 31 December each year.
- 13.2 The Board shall, within the terms of these Rules, have the sole power to control, dispose of, expend or invest the assets and funds of the Association within the approved budget.
- 13.3 The funds of the Association shall be derived from the fees of Members, Affiliated Clubs/Teams, Affiliated Bodies, donations, grants and such other sources approved by the Association.
- 13.4 Affiliated Clubs/Teams, Affiliated Bodies and Members shall pay to the Association all fees, levies, fines and other charges as are determined by the Board of Directors.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 13.5 Affiliation to or membership of the Association shall cease on failure to pay such due amounts.
- 13.6 All monies received shall be placed to the credit of the Association accounts at a financial institution approved by the Board and all payments shall be paid by cheque or EFT (electronic funds transfer), signed by any two Board Members, one which must hold the position of President, Secretary, Treasurer or Vice President.
- 13.7 The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any Member and shall be held in the custody of the Treasurer.
- 13.8 The Association shall not be responsible for amounts claimed unless these amounts have been authorised by the Association Board.

### 14 SPECIAL RESOLUTIONS

- 14.1 A special resolution must be passed by a Special Meeting of the Association to effect the following changes:
  - 14.1.1 a change of the Association's name.
  - 14.1.2 a change of the Association's Constitution.
  - 14.1.3 a change of the Association's objectives.
  - 14.1.4 an amalgamation with another incorporated association or body.
  - 14.1.5 a voluntary wind up of the Association and distribution of its' property.
- 14.2 Notice of a special resolution shall be given in accordance with the procedures set out in paragraph 11.4 of these rules.
- 14.3 At least three-quarters of those present and voting must vote in favour for such resolution to be passed.

### 15. PUBLIC OFFICER

- 15.1 The Public Officer shall be appointed by the Board and shall be any person regarded as suitable for the position by the Board.
- 15.2 The Board may at any time remove from office the Public Officer and appoint a new Public Officer.
- 15.3 The Public Officer shall be a person eighteen years of age or older and a resident of the State.
- 15.4 The Public Officer shall be deemed to have vacated the position on:
  - 15.4.1 resignation
  - 15.4.2 death
  - 15.4.3 removal from office
  - 15.4.4 bankruptcy or financial insolvency
  - 15.4.5 mental illness
  - 15.4.6 residency outside the State

# HOCKEY COFFS COAST INC.

## CONSTITUTION

- 15.5 When a vacancy occurs in the position of Public Officer, the Board shall notify the Commission on the prescribed form within 14 days and appoint a new Public Officer.
- 15.6 The Public Officer shall notify the Department of Fair Trading on the prescribed form of:
- 15.6.1 his/her appointment within 14 days
  - 15.6.2 a change of his/her residential address within 14 days
  - 15.6.3 a change in the Association's Constitution within 1 month
  - 15.6.4 the Association's financial affairs within 1 month after the Annual General Meeting
  - 15.6.5 a change in the Association's name within 1 month.
- 15.7 The Public Officer shall keep at his/her residential address a register of the names, residential addresses and dates of appointment and termination of the Directors.

## 16 MISCELLANEOUS

- 16.1 The Association shall effect and maintain insurance as required under the Act, together with any other insurance, which may be required by law or regarded as necessary by the Association.
- 16.2 Notices sent by post shall be deemed to have been received 2 days after the date of posting.
- 16.3 The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Board. The stamping of the Common Seal shall be witnessed by the signatures of 2 of the Directors.
- 16.4 Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on 2 Directors.
- 16.5 The income and property of the Association shall be used only for promotion of the objects of the Association and shall not be paid or transferred to Members by way of dividend, bonus or profit.
- 16.6 The Secretary shall ensure that records of the business of the Association including the Constitution, Rules, Register of Voting Members, Minutes of all Association Meetings and Board Meetings and a file of correspondence are kept. These records shall be available for inspection by any Member and shall be held in the custody of the Secretary.

# HOCKEY COFFS COAST INC.

## CONSTITUTION

### 17. WINDING UP

- 17.1 If upon winding up or dissolution of the Association there remains after the satisfaction of all its liabilities and debts any money or property, 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 objects similar to the objects of the Association and which prohibits the distribution of its income and property among its members.
- Such institution, association or other body is to be determined by the Members of the Association at or before the time of dissolution and in default thereof by the Chief Judge of such Court as may have or acquire jurisdiction in the matter and if effect cannot be given to the provisions, then to some charitable object to be determined as aforesaid.