

# CONSTITUTION



SOUTHERN RIVER HOCKEY CLUB INC

Constitution

## **1.0 NAME:**

The name of the Club is "*Southern River Hockey Club (Inc.)*" hereinafter referred to as the "Club",

## **2.0 OBJECTS:**

The objects of the "Club" are:-

- 2.1 To organise and run a not for profit, though financial, hockey club.
- 2.2 To promote the quality of hockey and encourage the development of junior hockey particularly by close liaison with schools and recreational organisations within the locality.
- 2.3 To strive for an appropriate social behaviour of all club members when representing the Club in accordance with the clubs code of conduct.
- 2.4 To provide social activities in line with Club standards for social and/or fundraising purposes.

## **3.0 ATTAINING OBJECTS**

The "Club" shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the "Club".

## **4.0 PROPERTY OF THE "CLUB"**

The "Club" must apply all property and income of the "Club" towards the promotion of the objects or purposes of the "Club" and no part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the "Club", except in good faith in the promotion of those objects or purposes.

## **5.0 POWERS OF THE "Club": (as conferred by Section 13 of the Act).**

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 5.2 To open and operate bank accounts;
- 5.3 To invest its money -
  - (i) in any security in which trust moneys may be invested; or
  - (ii) in any other manner authorised by the rules of the "Club";
- 5.4 To borrow money upon such terms and conditions as the "Club" thinks fit;
- 5.5 To give such security for the discharge of liabilities incurred by the "Club" as the "Club" thinks fit;
- 5.6 To appoint agents and employees to transact any business of the "Club" on its behalf for reward or otherwise;

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5.7 To build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the "Club";

5.8 Accept donations and gifts in accordance with the objects of the "Club";

5.9 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the "Club";

5.10 Provide gifts and prizes in accordance with the objects of the "Club";

5.11 Organise social events for Members and the promotion of the "Club"; and

5.12 To enter into any other contract the "Club" considers necessary or desirable.

## 6.0 MEMBERSHIP:

6.1 Membership shall be open to any person who wishes to further the interests of the "Club".

6.2 Any person seeking membership shall make application to the Executive Committee, and the Executive Committee shall determine whether the application is successful or not.

6.3 Each person admitted to membership shall be;

6.3.1 Bound by the Constitution and By-laws of the "Club",

6.3.2 Come liable for such fees and subscriptions as may be fixed by the "Club",

6.3.3 Entitled to all advantages and privileges of membership,

6.4 Membership Categories:

### 6.4.1 ORDINARY MEMBER

Any person who is a financial member of the "Club" is entitled to hold any office and enjoy the privileges of the "Club". An Ordinary Member Is entitled to vote.

### SOCIAL MEMBER

Persons other than ordinary members who are interested in promoting the "Club", but who do not wish to participate in the playing activities of the "Club", may become a Social Member. However, a Social Member will have no voting rights.

### 6.4.2 JUNIOR MEMBER

Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office,

### 6.4.3 LIFE MEMBERSHIP

The Management Committee may elect any member who has given outstanding service to the "Club". Any member may nominate a person to the Management Committee for consideration for Life Membership.

### 6.4.4 PATRON

The "Club" may, at its discretion, elect a patron/s or vice patron/s of the "Club" for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the "Club" under another category of membership.

## 6.4.5 AFFILIATED CLUBS OR TEAMS

A club or team desirous of becoming an affiliated club or team must take application in accordance with the by-laws of the "Club". Such application must be lodged with the "Club" Secretary on or before a date as determined by the Executive Committee of the "Club". Each affiliated club or team shall appoint or elect a delegate as his or her representative to meetings of the Executive Committee.

6.5 The Executive Committee shall appoint a member of the Executive Committee to maintain an up to date register of members of the "Club".

6.6 A member may at any reasonable time inspect the records and documents of the "Club".

## 7.0 SUBSCRIPTIONS:

7.1 Will be set by the Management Committee before the commencement of each, Hockey WA playing season.

## 8.0 TERMINATION OF MEMBERSHIP

8.1 Any person's membership may be terminated by the following events;

8.1.1 Resignation

8.1.2 Expulsion

8.1.3 A Member's annual membership fee remains unpaid after two months of failing due;

8.2 The Management Committee shall have the power to suspend or expel any member of the "Club" for:

8.2.1 Any of the events in Item 8.1

8.2.2 False or inaccurate statements made in the member's application for membership of the "Club",

8.2.3 Breach of any rule, regulation or by-law of the "Club" and

8.2.4 By any act detrimental to the "Club",

after having undertaken due inquiry.

8.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

## 9.0 EXECUTIVE COMMITTEE

N.B (1) sometimes called Executive Committee.

(2) Committee persons are sometimes referred to as Office Bearers and are entitled to vote.

(3) The main Office Bearers are often referred to as the Executive.

9.1 Management of the "Club" shall be vested in the Executive Committee elected by the members at the Annual General Meeting and consisting of;

9.1.1 President

9.1.2 Treasurer

9.1.3 Secretary

9.1.4 Vice President

9.1.5 Junior Co-ordinator

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9.1.6 Up to ten (10) Committee Members

9.1.7 This would open the door for anyone.

9.2 No person shall hold more than one position on the Management Committee at any one time. A person shall cease to be a member of the Management Committee at the conclusion of the Annual General Meeting which follows his/her election and he will be eligible for re-election.

9.3 A quorum of the Management Committee shall be half of its members plus one.

9.4 If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

9.5 A member of the Management Committee may lose his or her seat on the committee for either of the following;

- Absence from three or more meetings without leave of absence,
- Found not to be a financial member.

## 10.0 POWERS OF THE MANAGEMENT COMMITTEE

10.1 The Management Committee shall carry out the day-to-day running of the "Club" and shall have the power to:

10.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;

10.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments;

10.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;

10.1.4 Adjudicate on all matters brought before it that in any way affect the "Club".

10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;

10.1.6 Make, amend and rescind rulings and By-laws;

10.1.7 Have the power to form and appoint any sub committee/s as required for specific purposes;

10.1.8 May at their discretion employ a person or persons to carry out certain duties required by the "Club", at salaries or remunerations for such period of time, as may be deemed necessary.

10.1.9 Should a *vacancy* occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next Annual General Meeting.

10.1.10 Appoint an officer/s or agent of the Management Committee to have custody of the "Club" records, documents and securities.

## 11.0 AUDITOR

11.1 Shall be appointed by the committee as part of its normal business, (saves us having to have one lined up each AGM for the following year).

11.2 The Auditor/s shall examine and audit all the books and accounts of the "Club" annually, and have the power to call for all books, papers, accounts, receipts etc., of the "Club" and report thereon to the Annual General Meeting.

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## 12.0 GENERAL MEETINGS:

### 12.1 Annual General Meeting

12.1.1 The Annual General Meeting of the "Club" must be held within four months of the end of the club's financial year,

12.1.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.

12.1.3 All financial members may attend the Annual General Meeting.

12.1.4 The quorum at the Annual General Meeting shall be a minimum of 15 members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

12.1.5 The agenda for an Annual General Meeting shall be;

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General Meeting
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Treasurer's statement
- Election of New Executive and appointment of Auditor
- Vote of thanks to outgoing Executive
- Notice/s of Motion
- Urgent general business
- Closure

### 12.2 General Meetings

12.2.1 General Meetings may be called by the Management Committee or at the request of the President and Secretary or on the written request of 15 members of the "Club".

12.2.2 General Meetings shall be held bimonthly or no longer than nine weeks from a preceding General or Annual General meeting.

12.2.3 Where a general meeting is called under 12.2.1 at the written request of members of the club, the secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to those members. For all other members and for all other General Meetings, seven (7) days notice shall be given via at least one of the following methods:

- a) Publication on the official club website
- b) Notice in the official club newsletter,
- c) Mail out of registered club members,
- d) Posting on the club notice board.

Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting,

12.2.4 The quorum at the General Meeting shall be a minimum of 15 members.

## 13.0 VOTING.

### 13.1 Voting powers at the Annual General Meeting and General Meetings:

13.1.1 The President shall be entitled to a deliberate vote and, in the event of a tied vote; the President shall exercise a casting vote.

13.1.2 Each individual financial member present shall have one (1) vote,

13.2 Voting powers at Management Committee Meetings;

13.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

13.2.2 Each individual committee member present shall have one (1) vote.

## 14.0 FINANCE:

14.1 All funds of the "Club" shall be deposited into the "Club" accounts at such bank or recognised financial institution as the Executive Committee may determine.

14.2 All accounts due by the "Club" shall be paid by cheque after having being passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.

14.3 The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book,

14.4 A statement showing the financial position of the "Club" shall be tabled at each Management Committee Meeting by the Treasurer.

14.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.

14.6 The financial year of the "Club" shall commence on October 1 of each year. The accounts, books and all financial records of the "Club" shall be audited each year.

14.7 The signatories to the "Club" account's will be any two (2) from the following;

- Treasurer
- President
- Secretary
- Junior Co-ordinator

14.8 All property and income of the "Club" will apply solely to the promotion of the objects of the "Club" and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

14.9 All records, books, documents and securities of the club shall be held by the secretary of the Club,

14.10 Members of the Club will be granted access to the documents listed in 14.9 above after providing fourteen (14) days written notice to the Club via the Secretary or President or Treasurer.

## 15.0 COMMON SEAL

The common seal of the Club shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

## **16.0 ALTERATIONS TO THE CONSTITUTION AND BY-LAWS;**

16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.

16.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.

16.3 Alterations to the By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

16.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.

16.5 Within one month of the passing of a Special Resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment. (In the case of a licensed club, the Director of Liquor Licensing must also be notified.)

## **17.0 DISSOLUTION**

If, on the winding up of the "Club", any property of the "Club" remains after satisfaction of the debts and liabilities of the "Club" and the costs, charges and expenses of that winding up, that property shall be distributed

- (a) Another incorporated "Club" having objects similar to those of the "Club"; or
- (b) For charitable purposes, which incorporated "Club" or purposes, as the case requires, shall be determined by resolution of the members.