

**The RULES
and
CONSTITUTION
of
HOCKEY BURLEIGH CLUB INCORPORATED**



**Adopted by Resolution of Members at the
2020 Annual General Meeting held 2/11/2020**

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The Rules and Constitution of Hockey Burleigh Club Incorporated

1. Definitions

- 1.1 In this Constitution unless the contrary intention appears:
- 1.2 **'Act'** means the Associations Incorporation Act 1981 (QLD).
- 1.3 **'Constitution'** means this Constitution of Hockey Burleigh Club Incorporated.
- 1.4 **'Association'** means Hockey Burleigh Club Incorporated.
- 1.5 **'Club'** means Hockey Burleigh Club Incorporated.
- 1.6 **'Life Member'** means a person appointed as a Life Member of the Club under rule 7.
- 1.7 **'Member'** means a Member of the Club for the time being under rule 6.
- 1.8 **'Voting Member'** means a registered, financial Senior, Life, Associate or Parent Member of the Club who is at least 18 years of age on January 1st of the current year.
- 1.9 **'Executive'** means a duly elected or appointed Executive Office holder of the Club.
- 1.10 **'Public Officer'** means the secretary of the club.
- 1.11 **'General Committee Member'** means a member appointed to assist the Executive Officers in the management of the Club.
- 1.12 **'Management Committee'** means the group comprising Executive Officers and General Committee Members tasked with managing the running of the Club.
- 1.13 **'Management Committee Meeting'** means any meeting held by the Management Committee from time to time to tend to day to day running of the club and formulate policy. Committee Meetings are not open to the general members except at the invitation of the Management Committee.
- 1.14 **'General Meeting'** means any special general meeting of the Club which can be attended by any Voting Member.
- 1.15 **'AGM'** means the Annual General Meeting of the Club.
- 1.16 **'Intellectual Property'** means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in Queensland.
- 1.17 **'Objective or Objectives'** means the Objectives of the Club in rule 4.
- 1.18 **'Register'** means a register of Members kept and maintained in accordance with rule 17.
- 1.19 **'HA'** means the National Sporting Organisation being Hockey Australia.
- 1.20 **'HQ'** means the State Sporting Organisation being Hockey Queensland.

- 1.21 **'GCHA'** means the Regional Sporting Organisation being Gold Coast Hockey Association.
- 1.22 **'Discontinued Member'** means a member whose membership fees have expired and is no longer financial therefore no longer a member.
- 1.23 **'Terminated Member'** means a member whose membership has been terminated and is no longer a member.
- 1.24 **'Rejected Member'** means a person whose membership application has been rejected and is therefore not a member.
- 1.25 **'Nominated Parent or Guardian'** is the person nominated on the membership application form as the junior players parent or guardian.
- 1.26 The **'instrument appointing a proxy'** is any form as set out by the Management Committee to be regarded as an acceptable written notification.

2. Interpretation

2.1 In this constitution—

- (a) Act means the Associations Incorporation Act 1981 (Qld).
- (b) present—
 - (i) at a Management Committee Meeting, see **subrule 23.5** ;or
 - (ii) at a General Meeting, see **subrule 32.3**
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.2 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or enforceability, without affecting the remaining provisions of this Constitution.

2.3 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. Name

- 3.1 The name of the incorporated association is Hockey Burleigh Club Incorporated (the club).

4. Objectives

The objectives of the club are—

- (a) To play the game of Hockey in accordance with the rules as set down by Hockey Australia.
- (b) To abide by the Rules and Constitution of Hockey Australia, Hockey Queensland and Gold Coast Hockey Association;
- (c) To promote the game of Hockey in all grades, at all levels of age and ability.
- (d) To foster, promote goodwill, social fellowship, good sportsmanship and co-operation amongst the members and create awareness about the game of Hockey through a Junior Development Program;
- (e) abide by, promulgate, enforce and secure uniformity in the application of the rules of Hockey as may be determined from time to time by HA and as may be necessary for the management and control of Hockey and related activities in Queensland;
- (f) advance the operations and activities of the Club throughout the local area;
- (g) have regard to the public interest in its operations; and
- (h) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.
- (i) To enhance the talents and prospects of all members through representations at any level by providing support and coaching.
- (j) To foster and support a cohesive club culture

5. Powers

- 5.1 Solely for furthering the Objects, the Club has the rights, powers and privileges conferred on it under Part 3 (25) of the Act.
- 5.2 The club has the powers of an individual.
- 5.3 The club may, for example—
- (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and

- (d) do other things necessary or convenient to be done in carrying out its affairs.

6. Classes of Members

- 6.1 The Members of the Club shall consist of 6 classes of unlimited numbers, these being:

- (a) **Senior Members** shall be any person over the age of 18 years as at 1st January in that year, who has applied for membership as per **subrule 8.1**, and pays all applicable membership fees (if any) as set out by the Management Committee for that year.

Senior Members are 'Voting Members' and are entitled to;

- (i) all privileges of the Club and hold office or otherwise take part in the management of the Club.
 - (ii) receive official notice to attend General Meetings of the Club and have the right to be present, debate and vote at General Meetings.
 - (iii) exercise one (1) vote only at General Meetings and Management Committee Meetings if part of the Management Committee.
 - (iv) hold proxy for just one (1) other Voting Member at General Meetings
- (a) **Junior Members** shall be all registered players under the age of 18 years as at 1st January in that year, who has applied for membership as per **subrule 8.1**, and pays all membership fees (if any) as set out by the Management Committee for that year.

Junior Members shall;

- (i) have all the privileges of taking part in all club activities provided by the club.
 - (ii) have the right to one nominated parent or legal guardian representative who shall receive official notice to attend General Meetings of the Club and have the right to be present, debate and vote at General Meetings and hold office or otherwise take part in the management of the Club. The nominated parent or guardian will be classed a 'Parent Member'
- (b) **Life Members** may be granted by the club without payment of membership fees to any person so elected by club members.

Life Members are 'Voting Members' and are entitled to;

- (i) all privileges of the Club and hold office or otherwise take part in the management of the Club.
- (ii) receive official notice to attend General Meetings of the Club and have the right to be present, debate and vote at General Meetings.
- (iii) exercise one (1) vote only at General Meetings and Management Committee Meetings if part of the Management Committee.
- (v) hold proxy for just one (1) other Voting Member at General Meetings.

- (c) **Associate Members** shall be any person over the age of 18 years as at 1st January in that year, who has applied for membership as per **subrule 8.1**, and pays all membership fees (if any) as set out by the Management Committee for that year.

Associate Members are 'Voting Members' and are entitled to;

- (i) all privileges of the Club and hold office or otherwise take part in the management of the Club.
 - (ii) receive official notice to attend General Meetings of the Club and have the right to be present, debate and vote at General Meetings.
 - (iii) exercise one (1) vote only at General Meetings and Management Committee Meetings if part of the Management Committee.
 - (vi) hold proxy for just one (1) other Voting Member at General Meetings.
- (d) **Provisional Members** shall be any person who has applied for membership as per **subrule 8.1**, and paid their fees (if any) for that year in any of the membership classes, but has not yet been accepted by the Management Committee as per **rule 10 below**. A Provisional Member is permitted to play but shall NOT receive official notice to attend General Meetings of the Club or have the right to be present, debate and vote at General Meetings or hold office or otherwise take part in the management of the Club.
- (e) **Parent Members** shall be any nominated parent or guardian of a financial Junior Member who is not already a voting member in another class of membership.

Parent Members are entitled to;

- (i) automatically hold proxy for just one nominated child in their care without the need for a instrument to appoint proxy, thereby are deemed to be a "Voting Member"
- (ii) all privileges of the Club and hold office or otherwise take part in the management of the Club.
- (iii) receive official notice to attend General Meetings of the Club and have the right to be present, debate and vote at General Meetings.

7. Life Members

- 7.1 Life membership may be granted to individuals who have contributed distinguished service to the club.
- 7.2 Assessing Distinguished Service
To avoid differing interpretations of distinguished service when assessing Life Membership applications, the following distinguished service formula must be applied.
- (a) One year as a Junior or Senior Member = 1 Point
 - (b) One year as an Associate Member = 1 Point
 - (c) One year as an Executive Committee member = 2 Points

(d) One year as a Management Committee member = 1 Point

(e) One year as a coach = 1 Point

Points can be accrued concurrently in the one year.

i.e If the member is a Player, Coach and Management Committee member then they will accrue 3 points in the one year

7.3 Members can only be proposed for Life membership when they accrue a minimum 40 points.

Examples; Life membership criteria has been met when;

- (i) the member has played 40 years and made no other contribution. (=40 Points)
- (ii) the member has played 25 years and served on the Management Committee for 15 years. (25+15=40)
- (iii) the member has served on the Executive for 10 years and the Management Committee for 20 years without playing. (20+20=40)
- (iv) the member has played for 20 years, coached for 10 years and served on the management committee for 10 years. (20+10+10=40)

7.4 Accumulation of points does not automatically warrant life membership application or appointment.

7.5 Procedure for appointment of Life Membership

- (a) prospective nominees' names shall be proposed by a member in writing, accompanied by supportive details as well as the names and signatures of those proposing and seconding the applications.
- (b) nominations must be received by the Secretary not less than 90 days prior to the Club Annual General Meeting.
- (c) nominations will be reviewed by the Management Committee at a meeting of these Officers. From such meeting the credentials of the Life Membership nominees shall be assessed for validity.
- (d) Should the Management Committee agree to the validity of the proposal, the nominees will be added to the agenda to be endorsed at the next annual general meeting.
- (e) A resolution of 75% percent of the Voting Members at the Annual General Meeting must be passed to accept the application.

7.6 There shall be a maximum of two (2) nominees for consideration in any given year.

7.7 There shall be no requirement for a Life Member to be elected each year.

8. New Membership

8.1 Application for Membership

An application for membership must be:

- (a) in writing or electronically submitted on the form prescribed from time to time by the Management Committee, from the applicant or its nominated representative and lodged with the Club; or
 - (b) in the form of electronic registration on the membership database system as prescribed from time to time by the sports governing body ; and
 - (c) accompanied by the appropriate Hockey Burleigh membership fee.
- 8.2 Membership will be automatically granted as 'Provisional' upon payment/receipt of membership fee as set out by the Management Committee. Provisional membership is subject to **rule 10**.
- 8.3 A register of these members shall be kept and updated by the Club Registrar as new members join and leave the club in accordance with **rule 17**.
- 8.4 All members shall be bound by this Constitution, the By-Laws, the Appendices Resolutions and the Manuals, policies, rules and regulations of the club.
- 8.5 A financial member at any material time is a member who is not then indebted to the Club in respect of any annual subscription or levy or other payment whatsoever.

9. Membership Fees

- 9.1 The annual membership fee (if any) and any fees or other levies payable by each class of Members to the Club,
- (a) is the amount decided by the Management Committee from time to time; and
 - (b) is payable when, and in the way, the Management Committee decides.
- 9.2 Annual membership runs from the period the Management Committee set in any given year as the point in which membership fees are due. If in the case this is not specified then this date will automatically become the date one day prior to which the first official Gold Coast Hockey Association game is played for that season.

10. Admission and rejection of new members

- 10.1 New members are deemed 'Provisional' until
- (a) the Management Committee have voted to accept or reject the membership
 - or
 - (b) 60 days have elapsed without the Management Committee voting to accept or reject the membership.
- 10.2 The Management Committee may vote by majority vote to accept or reject a new membership within 60 days of receiving the membership application and fee (if any).
- 10.3 If the Management Committee do not vote to reject the Member within 60 days the Membership will automatically upgrade to the membership class applied and for which the fee (if any) was paid.

- 10.4 Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.
- 10.5 The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- 10.6 There will be no right of appeal for the applicant in the event their application is rejected.

11. Renewal

- 11.1 As per **subrule 13.1 below** Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.
- 11.2 Payment of the applicable membership fee will constitute renewal of membership for that membership category.
- 11.3 It is not necessary to re-apply for membership in accordance with per **rule 8 above** if the following season fees are paid prior to becoming due.

12. Effect of Membership

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Management Committee or other entity with delegated authority;
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club, GCHA, HQ and HA.
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Hockey; and
- (e) they are entitled to all benefits, advantages, privileges and services of Club membership.

13. Cessation of Membership

- 13.1 Membership is deemed to have expired/ended when the following years Membership Fee due date as set by the Management Committee has passed and the following season fees remain unpaid for at least 2 months. Refer **subrule 9.2**, or
- 13.2 when a clearance to play at another club has been granted, or
- 13.3 if the member has resigned from the club by giving a written notice of resignation to the secretary.

The resignation takes effect at—

- (a) the time the notice is received by the secretary; or

- (b) if a later time is stated in the notice—the later time.
- 13.4 The management committee may terminate a members membership if the member—
- (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) fails to comply with the Regulations or any resolutions or determinations made or passed by the management committee.
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the club.
 - (e) Acts in a manner inconsistent with the objects of the club.
 - (f) Acts in a manner unbecoming of a member or prejudicial to the purposes or interests of the club and or the sport of hockey.
- 13.5 The Management Committee must meet in the appropriate forum to decide by way of vote to remove an existing member. The motion must be carried by a 75% majority.
- 13.6 If membership is “Terminated” under **rule 13.4** the former member has no recourse to claim back membership fees paid to the club for the period after their termination.

14. Appeal against termination of membership (Grievance Procedure)

- 14.1 A person whose membership has been terminated under **subrule 13.4**, may give the secretary within 7 days of receiving notification of membership termination, written notice of the persons intention to appeal against the decision.
- (a) Upon receiving said notice the secretary shall call a Mediation Hearing to be held to give the member fair and proper hearing as to why their membership should not be terminated.
 - (i) The Mediation Hearing must be held within 14 days of receiving notice to appeal.
 - (ii) There must be an independent mediator present appointed by the club.
 - (iii) The costs associated with the mediator are to be born on a 50/50 basis by the person requesting the mediation and the club.
 - (iv) The club decision is to be handed down within 24 hours of such Mediation Hearing.
- 14.2 Should the Mediation Hearing under **subrule 14.1** resolve the persons membership be reinstated. The person will after all conditions, if any are met, and all fees due are paid to the club, be reinstated as a member.
- 14.3 Should the appeal under **subrule 14.1** be unsuccessful to resolve the dispute the person can continue the appeal process by, within 7 days of the Mediation Hearing send written notice to the Secretary notifying of intention to appeal to a General Meeting of the members.

- 14.4 If the secretary receives a notice of intention to appeal under **subrule 14.3**, the secretary must call a General Meeting of members to decide the appeal. The timing of which is set out in **subrule 30.1(c)** and **subrule 30.3(c)**
- 14.5 A member is allowed to appoint any person to act on their behalf during any appeal or mediation hearings.

15. General meeting to decide appeal

- 15.1 The General Meeting to decide an appeal must be held within the time specified in **subrule 30.3(c)** after the secretary receives the notice of intention to appeal.
- 15.2 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 15.3 Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 15.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 15.5 Membership which has been discontinued may be reinstated at the discretion of the Management Committee, with such conditions as it deems appropriate.
- 15.6 Membership fees or subscriptions paid by the discontinued Member, minus any registration fee owing to the sport Governing Bodies, may be refunded on a pro-rata basis at the discretion of the Management Committee to the Member upon discontinuance.

16. Discipline

- 16.1 The Management Committee may commence or cause to be commenced disciplinary proceedings against a Member who has allegedly:
- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Management Committee or any duly authorised committee
 - (b) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club and/or the sport of Hockey; or
 - (c) brought the Club, any other Member or the sport of Hockey into disrepute.
 - (d) That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the Regulations.
- 16.2 The Management Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

17. Register of Members and Prohibition on use of information on register of members

- 17.1 The management committee must keep a register of members of the association.
- 17.2 The register must include the following particulars for each member;
 - (a) the full name of the member;
 - (b) the postal or residential or email address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- 17.3 The register must be open for inspection by members of the association at all reasonable times.
- 17.4 A member must contact the secretary to arrange an inspection of the register.
- 17.5 However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- 17.6 A member of the association must not;
 - (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (c) use the information in away detrimental to the interests of the club.
- 17.7 **subrule 17.6** does not apply if the use or disclosure of the information is approved by the club.

18. Composition of the Elected Committee (Executive)

- 18.1 The Executive Committee shall ideally comprise a minimum of three (3) and up to seven (7) members. Indicative roles and responsibilities of which are detailed in Appendix - C.
- 18.2 Portfolios
 - (a) Executive officials may be elected to specific portfolios at the annual general meeting;

or

- (b) Executive officials may be elected without designated portfolios and the resulting Management Committee can assign portfolios thereafter.

18.3 Portfolios must include; President, Treasurer & Secretary

18.4 Additional portfolios may include but are not limited to; Senior Vice President, Junior Vice President, Registrar, Grants Officer, Social Media and Communications Officer, Coaching Director, General Committee. These may be amended by the Executive committee as required for the operational needs of the organisation.

18.5 Executive officials can resolve to change their portfolios with the resolution of a Management Committee meeting.

18.6 Election and Appointment of Executive Officials

- (a) The elected Executive officials shall be elected under **rule 19**.

- (b) The appointed Executive officials may be appointed under **subrule 20.1**.

18.7 If the number of Executive is not sufficient to satisfy **subrule 18.1**, the Executive may act only for the purpose of filling the vacant position until such a position is filled.

19. Elected Officials

19.1 Nomination for Executive Office

- (a) Nominations for elected Executive Office positions shall be called for at time of notice of the annual general meeting (AGM).
- (b) Nominees for elected Executive Office positions must declare any position they hold in an HA, HQ or GCHA.

19.2 Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by two Voting Members other than the nominee;
- (d) certified by the nominee (who must be a Voting Member) expressing his willingness to accept the position for which he is nominated; and
- (e) delivered to the Club secretary not less than seven (7) days before the date fixed for the annual general meeting.

19.3 Elections

- (a) If the number of nominations received as per **subrule 19.2 above** is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Executive, then those nominated shall be

declared elected once approved by the majority of Members entitled to vote at that meeting.

- (b) If there are insufficient nominations received as per **subrule 19.2 above** to fill all vacancies on the Executive, or if a person is not approved by the majority of Members, nominations can be called from the floor.
- (c) Nominations from the floor must be proposed and seconded by separate Voting Members and the nominee must accept the position for which they are being nominated before a vote takes place. A vote will take place and if approved by the majority of Voting Members entitled to vote, the nominee shall be declared elected.
- (d) If there in the event all vacancies on the Executive are not filled, then the vacancy will be deemed a casual vacancy.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a vote shall be held for each vacancy on the Executive.
- (f) Voting shall be conducted in such a manner and by such a method as determined by the Management Committee from time to time.

19.4 Term of Appointment for Elected Executive Officers

- (a) Executive Officers elected under **subrule 19.2 above** shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of Executive Officers, elected Executive Officers shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the annual general meeting following.

20. Cessation and Vacancies on the Executive

20.1 Casual Vacancy

- (a) In the event of a casual vacancy or vacancies in the office of the Executive, the Management Committee may act to appoint a Casual Executive to fulfil the role.

20.2 Grounds for Termination of an Executive Officer

In addition to the circumstances in which the office of an Executive Officer becomes vacant by virtue of the Act, the office of an Executive Officer becomes vacant if the Executive:

- (a) dies
- (b) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health
- (c) resigns his office in writing to the Club with resignation taking effect at:
 - (i) the time the notice is received by the secretary; or
 - (ii) if a later time is stated in the notice—the later time.
- (d) is absent without the consent of the Board from meetings of the Board held during a period of six months

- (e) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest
- (f) in the opinion of the Board (but subject always to this Constitution):
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club
 - (ii) has brought the Club into disrepute

20.3 Removal of Executive Officer

- (a) An Executive Officer may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (b) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (c) A member has no right of appeal against the members removal from office under this rule.
- (d) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21. Management Committee

- 21.1 The elected Executive Officials of the club will form a Management Committee to assist in the business and operations of the Club.
- 21.2 The Management Committee shall consist of
 - (a) the elected Executive Officials of the Club.
 - (b) any Committee Members the Executive appoint to assist in the operations of the Club. Committee Members must be Voting Members at time of appointment.
- 21.3 The Executive can choose to appoint any number of Committee Members to fulfil portfolios within the club and will appoint a Registrar.
- 21.4 Appointed Committee members can attend all Management Committee meetings and discuss issues and have the same voting rights as Executive Officials on resolutions.
- 21.5 A register of the members of the Management Committee including Executive Officials and Committee Members must be kept by the Secretary and such members must be included in all notifications of meetings, minutes and correspondence.

22. Functions of Management Committee

- 22.1 Subject to the Act and these rules or a resolution of the members of the club carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the club. In particular, the Management Committee shall act in accordance with the

Objects and shall operate for the benefit of the Members and the community throughout the local area.

- 22.2 The management committee has authority to interpret the meaning of these rules and any matter relating to the club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note - The Act prevails if the club rules are inconsistent with the Act—see section 1B of the Act.

- 22.3 The management committee may exercise the powers of the club —

- (a) to borrow, raise or secure the payment of amounts in a way the members of the club decide; and
- (b) to invest in a way the members of the club may from time to time decide.

- 22.4 For **subrule 22.3(a)**, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

- (a) the financial institution for the club; or
- (b) if there is more than 1 financial institution for the club —the financial institution nominated by the management committee.

23. Meetings of Management Committee

- 23.1 Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.

- 23.2 The management committee must meet at least once every 4 months to exercise its functions.

- 23.3 The management committee must decide how and when a meeting is to be called.

- 23.4 Notice of a meeting is to be given in the way decided by the management committee.

- 23.5 The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

- (a) Without limiting the power of the Management Committee to regulate its meetings as it thinks fit, a meeting of the Management Committee may be held where one or more of the Management Committee is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of conference call or other form of verbal communication.
 - (ii) Notice of the meeting is given to all members of the Management Committee entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Management

Committee or this Constitution. The notice will specify that Management Committee are not required to be present in person.

- 23.6 A committee member who participates in the meeting as mentioned in **subrule 23.5 above** is taken to be present at the meeting.
- 23.7 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the chairman may have the deciding vote.
- 23.8 A member of the management committee must not vote on a question about a contract or proposed contract with the club if the member has an interest in the contract or proposed contract as per **Rule 26 below**.
- 23.9 The President shall act as chairperson for all Management Committee meetings or General Meetings at which the President is present. If the President is not present, or is unwilling or unable to preside at a Management Committee meeting or General Meeting the remaining Executive shall appoint another Executive to preside as chair for that meeting only.

24. Minutes of Management Committee Meetings

- 24.1 To ensure the accuracy of the minutes—
 - (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each meeting are entered in a minute document.
 - (b) the minutes of each meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting, verifying their accuracy.

25. Quorum for, and adjournment of, Management Committee Meeting

- 25.1 At a management committee meeting, a minimum 50% of Executive officials of the Club must be present to form a quorum.
- 25.2 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- 25.3 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 25.4 If, at an adjourned meeting mentioned in **subrule 25.3 above**, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

26. Conflict of Interest of the Management Committee

26.1 A member of the Management Committee shall declare his/her interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He/she shall, unless otherwise determined by the Management Committee, absent themselves from discussions of such matters and shall not be entitled to vote in respect of such matters.

- (a) If the member casts a vote, the vote shall not be counted.
- (b) In the event of any uncertainty as to whether it is necessary for a member to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Management Committee.

26.2 Disclosure of Interests

- (a) The nature of the interest of a member must be declared at the meeting of the Management Committee at which the relevant matter is first taken into consideration, if the interest then exists.
- (b) In any other case, the interest should be revealed to the Management Committee at the next meeting.
- (c) If a management committee member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Management Committee held after the management committee member becomes interested.
- (d) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

26.3 General Disclosure

- (a) A general notice stating that a management committee member is a member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under **rule 26**. After the distribution of the general notice, it is not necessary for the director to give a special notice regarding any particular transaction with that firm or company.

26.4 Recording Disclosures

- (a) Any declaration made, any disclosure or any general notice given by a management committee member in accordance with **rule 26, subrule 26.2 and/or 26.3** must be recorded in the minutes of the relevant meeting.

27. Resignation, removal or vacation of office of Committee Member

27.1 A committee member (Executive or General) may resign from the committee by giving written notice of resignation to the secretary.

27.2 The resignation takes effect at—

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice—the later time.

27.3 A committee member other than an elected Executive may be removed from office by a resolution of the Management Committee.

- 27.4 Before a vote the Management Committee is taken about removing the member from the committee, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 27.5 A member has no right of appeal against the members removal from office under this rule.

28. Appointment of subcommittees

- 28.1 The management committee may appoint a subcommittee consisting of members of the club considered appropriate by the committee to help with the conduct of the club's operations.
- 28.2 It is not necessary for Sub Committee members to also be on the Management Committee.
- 28.3 A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a management committee meeting.
- 28.4 A subcommittee may elect a chairperson of its meetings.
- 28.5 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 28.6 A subcommittee may meet and adjourn as it considers appropriate.
- 28.7 A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 28.8 Subcommittees are responsible to and are to report to the Management Committee.

29. Acts not affected by defects or disqualifications

- 29.1 An act performed by the management committee, or a person acting as a member of the management committee is taken to have been validly performed.
- 29.2 **subrule 29.1 above** applies even if the act was performed when—
- (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

30. General Meetings

- 30.1 The secretary must call a General Meeting by giving each member of the club notice of the meeting within 14 days after—
- (a) being directed to call the meeting by the management committee; or

- (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the club equal to double the number of members of the club on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to terminate a person's membership.
- 30.2 A request mentioned in **subrule 30.1(b) above** must state—
- (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- 30.3 A general meeting must be held within 180 days after the secretary—
- (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in **subrule 30.1(b) above**; or
 - (c) is given the written notice of an intention to appeal mentioned in **subrule 30.1(c) above**
- 30.4 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 30.5 The management committee may decide the way in which the notice must be given.

31. Quorum for, and Adjournment of, General Meeting

- 31.1 The quorum for a general meeting is at least 5% the number of voting members of the club and must include 50% of the Elected Officials (Executive)
- 31.2 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 31.3 If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the club, the meeting lapses.
- 31.4 If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the club —
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.

- 31.5 The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 31.6 If a meeting is adjourned under **subrule 31.5 above** only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 31.7 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 31.8 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

32. Procedure at General Meeting

- 32.1 At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
- 32.2 The order of business at general meetings shall be as follows as much as it shall apply:
 - (a) Attendance
 - (b) Apologies
 - (c) Agenda Items
 - (d) General Business
 - (e) Close Meeting
- 32.3 A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 32.4 A member who participates in a meeting as mentioned in **subrule 32.3** is taken to be present at the meeting.

33. Voting at a General Meeting

- 33.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the voting members present.
- 33.2 Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal the motion fails.
- 33.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

- 33.4 The method of voting is to be decided by the Management Committee.
- 33.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 33.6 If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- 33.7 The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

34. Proxies at General Meetings including AGM

- 34.1 An instrument appointing a proxy must be in writing and be in a form as designated by the Management Committee.
- 34.2 The instrument appointing a proxy must be signed by the appointor or the appointor's attorney properly authorised in writing.
- 34.3 A person appointed as a proxy must be a Voting Member of the Club .
- 34.4 Any person appointed as a proxy cannot submit more than one (1) proxy vote to the Secretary of the Club in accordance with **subrule 34.1** and **34.2** for a specified General or Annual General Meeting.
- 34.5 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 34.6 Each instrument appointing a proxy must be given to the secretary prior to the start of the meeting at which the person named in the instrument proposes to vote.
- 34.7 Unless otherwise instructed by the appointor on the instrument appointing a proxy, the proxy may vote as the proxy considers appropriate.
- 34.8 In accordance with **subrule 6(e)(i)** Parent Members are deemed to automatically hold proxy for just (1) Junior Member and do not require the instrument appointing the proxy..

35. Minutes of General Meetings including AGM

- 35.1 To ensure the accuracy of the minutes—
 - (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute document.
 - (b) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- 35.2 If asked by a member of the club, the secretary must, within 14 days after the request is made - give the member copies of the minutes of the meeting.

36. Annual General Meetings (AGM)

36.1 Annual general meetings must be held—

- (a) at least once each year;
- (b) within 90 days after the end date of the club 's reportable financial year.
- (c) members are to be provided 21 days notice of the time, date and venue for the AGM by the secretary.

37. Business to be conducted at Annual General Meeting (AGM)

37.1 The following business must be conducted at each annual general meeting of the club —

- (a) receiving the club 's financial statement, and audit report, for the last reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the executive committee as per **rule 18**
- (d) considering the appointment of life members
- (e) appointing an auditor or an accountant for the present financial year;

38. Procedure at Annual General Meeting (AGM)

38.1 At each Annual General meeting—

- (a) the president is to preside as chairperson; and
- (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and

38.2 The order of business at Annual General Meetings shall be as follows as much as it shall apply:

- (a) President to open the meeting and accept apologies.
- (b) Secretary to note attendees, note proxies and apologies and take Minutes throughout the meeting.
- (c) Reading and Confirmation of previous Annual General Meeting Minutes;
- (d) Accept Minutes of previous years Annual General Meeting;
- (e) Business arising from the previous meeting Minutes;
- (f) Correspondence;
- (g) Business arising from Correspondence;

- (h) Presentation of Annual Report (Including Committee Reports and Recommendations);
 - (i) Presentation of Audited Statements of Income and Expenditure and Balance Sheets;
 - (j) Motion moved to adopt Treasurers Report and Audited Accounts along with a vote of members to accept/reject;
 - (k) Motion to Approve/Reject any Nominations for Life Membership along with a vote of members to accept/reject;
 - (l) Open the meeting to accept questions from the floor;
 - (m) All positions are to be made vacant and Executive to vacate chairs;
 - (n) Another nominated member is to take the chair and run through the nominations of the incoming committee;
 - (o) Election are to be conducted to elect nominees as per **subrule 19.3** along with a vote of members to accept/reject;
 - (p) If no nominations are present the chair can accept nominations from the floor;
 - (q) Elections to be conducted to accept or reject nominations from the floor along with a vote of members to accept/reject;;
 - (r) Ratification of Appointments;
 - (s) Newly elected president to take the chair;
 - (t) Appoint Club auditor for new year;
 - (u) Close meeting.
- 38.3 A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 38.4 A member who participates in a meeting as mentioned in **subrule 32.3** is taken to be present at the meeting.

39. By-laws

- 39.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the club.
- 39.2 Where a conflict arises between by-laws and these constitution rules, the constitution rules will override.

40. Alteration of rules

- 40.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 40.2 However an amendment, repeal or addition is valid only if it is registered appropriately.

41. Common seal

- 41.1 The management committee must ensure the club has a common seal.
- 41.2 The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- 41.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

42. Income

- 42.1 Income and property of the Association shall be derived from such sources as the Management Committee determines from time to time.
- 42.2 The income and property of the Club shall be applied solely towards the promotion of the Objects.
- 42.3 Except as prescribed in this Constitution or the Act:
 - (a) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
 - (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Club, save for Club Coach.
- 42.4 Payment in good faith of or to any Member can be made for:
 - (a) any services actually rendered to the Club whether as an employee, director or otherwise
 - (b) goods supplied to the Club in the ordinary and usual course of operation
 - (c) interest on money borrowed from any Member
 - (d) rent for premises demised or let by any Member to the Club; or
 - (e) any out-of-pocket expenses incurred by a Member on behalf of the Club.
 - (f) Nothing in **subrules 42.2 or 42.3 above** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

43. Funds and Bank Accounts

- 43.1 The funds of the club must be kept in an account in the name of the club in a financial institution decided by the management committee.
- 43.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the club.
- 43.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 43.4 All withdrawals and payments made require the cheque or electronic authorisation to be signed/approved by any 2 of the following—
 - (a) the president;
 - (b) the secretary;
 - (c) any other Executive officers (excluding the Treasurer) who have been authorised by the management committee to sign cheques issued by the club.
- 43.5 However, at least one of the persons who signs the cheque or electronic authorisation must be the president, or the secretary.
- 43.6 To ensure proper oversight of the accounts of the club the treasurer cannot be signatory for authorisations to make payments. The treasurer can setup payments to be made by cheque or electronically which then can be authorised as per **rule 43.4 above**.
- 43.7 All expenditure over \$300 must be approved or ratified at a management committee meeting.

44. Financial Records

- 44.1 On behalf of the management committee, the treasurer must, within 14 days after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared and presented to the Management Committee.
- 44.2 Upon approval of the Management Committee the financials are to be sent to the appointed Club Auditor.
- 44.3 Board to Submit Accounts
The Board shall submit the Club's statements of account to the Members at the annual general meeting in accordance with this Constitution and the Act.
- 44.4 Accounts Conclusive.
The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.
- 44.5 Accounts to be Made Available to Members
The Secretary shall send to all persons entitled to receive notice of annual general meetings in accordance with this Constitution if requested, a copy of the statements of account, the Management Committees report, the auditor's report and every other document required under the Act (if any).

- 44.6 The income and property of the club must be used solely in promoting the club's objects and exercising the club's powers.

45. Documents

- 45.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the club.
- 45.2 The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club and the Board).
- 45.3 Records Kept in Accordance with the Act.
Proper accounting and other records shall be kept in accordance with the Act.
The books of account shall be kept in the care and control of the Secretary.

46. Financial year

- 46.1 The end date of the club's financial year is 30th September in each year.

47. Distribution of Property and Winding Up

- 47.1 This rule applies if the club —
- (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- 47.2 If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of Queensland or other court as may have or acquire jurisdiction in the matter.
- 47.3 The surplus assets must be given to another entity—
- (a) having objects similar to the club's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 47.4 In this rule— surplus assets see section 92(3) of the Act.

48. Regulations

- 48.1 Board to Formulate Regulations
- (a) The Board may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club, the

advancement of the purposes of the Club and Hockey in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Board.

48.2 Regulations Binding

- (a) All Regulations are binding on the Club and all Members.

48.3 Regulations Deemed Applicable

- (a) All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

48.4 Bulletins Binding on Members

- (a) Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Management Committee and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

49. Status and Compliance of Club

49.1 Recognition of Club

- (a) The Club is a Member of the regional and/or state bodies for Hockey and is recognised by those bodies as the entity responsible for the delivery of Hockey in the local area and is subject to compliance with this Constitution. The regional and/or state bodies' Constitutions shall continue to be so recognised and shall administer Hockey in the local area in accordance with the Objects.

49.2 Constitution of the Club

- (a) This Constitution will clearly reflect the Objects of the region and state bodies for Hockey and will conform to the Constitutions of those bodies, subject always to the Act.

49.3 Governing Body Affiliation

- (a) The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

50. Notices

- 50.1 Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by electronic mail to the Member's registered electronic mail address or Text or SMS message or by pre-paid post. In the case of a delegate, the notice can be sent to the last recorded electronic mail address or postal address.

- 50.2 Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.

- 50.3 Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- 50.4 Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.
- 50.5 Where a notice is sent by Text or SMS, service of the notice shall be deemed to be effected the next business day after it was sent.

51. Indemnity

- 51.1 Every Executive, Committee Members and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Executive, Committee Member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- 51.2 The Club shall indemnify its Executive, Committee Members and employees against all damages and losses (including legal costs) for which any such Executive, Committee Members and employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
- (a) in the case of an Executive or Committee Member, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - (b) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.

52. Club Uniform and Colours

- 52.1 The Club emblem/logo shall be worn only by accredited representatives and members of teams who are selected or approved by the Club Selection Committee and shall be to the design appearing in Appendix - A. Such emblem/logo shall be obtained only on the written order of the Secretary.
- 52.2 The club emblem/logo shall not be altered or changed in anyway without prior permission from the Management Committee who must agree by 75% majority vote.
- 52.3 The Club Life Member Badge and Plaque shall be presented by the Club to each duly elected Life Member and shall be to the design appearing in Appendix - B
- 52.4 The Club colours shall be navy blue, light blue and white, with navy blue being the dominant colour as per colours noted in **Appendix - A**
- 52.5 The Club standard uniform shall be of a design as approved by the Management Committee with the dominant colour being navy blue.
- 52.6 The Club 'alternate' uniform shall be of a design as approved by the Management Committee with the dominant colour being light blue.
- 52.7 The Club uniform shall not be altered or changed in anyway without prior permission from the Management Committee who must agree by 75% majority vote. Any changes to the club uniform must be submitted for approved by Gold Coast Hockey Association at their AGM.

53. Transitions and outstanding matters

- 53.1 All outstanding membership applications and life membership applications, member appeals, including but not limited to any appeals by former, current and potential members lodged before the approval of this constitution shall be conducted in accordance with the rules of this constitution.

Appendix - A Club Logos and Colours

A1 Club Logo

■ PMS 282

■ PMS 299



Appendix - B Life Membership Medallion and Plaque

- B1 A life membership medallion is to be presented to each life member appointed to the club



- B2 A life membership plaque is to be presented to each life member appointed to the club



Appendix - C Indicative Executive Roles and Responsibilities

C1 President - Role and Responsibilities

- (a) The responsibility of the Club President is to overview the management and administrative operation of the club and to provide leadership and support to all its members. The President may achieve this through effective communication and responsible overview.
- (b) The image of a Club is often represented through the Club President and whenever representing the Club, a President should aim for the highest levels of efficiency, together with sound ethical and moral standards.
- (c) The President must ensure that the Management Committee and any subsequent Sub Committees functions properly. The 'President' must set the agenda and ensure that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out, but they do not have the power to dominate over people by imposing their own ideas or make decisions without committee consensus.
- (d) Main Duties of the Club President
 - (i) Head the HB Management Committee.
 - (ii) To set agenda, attend manage and Chair, General and Management Committee meetings.
 - (iii) Cast deciding vote on resolutions where necessary.
 - (iv) Attend and represent the club GCHA Presidents Meetings
 - (v) Provide leadership.
 - (vi) To ensure the committee functions properly.
 - (vii) To ensure the committee is managed effectively.
 - (viii) Cast deciding vote on resolutions where necessary.
 - (ix) Represent the Club at a local, district and regional level in a positive and professional manner, actively promote the Club.
 - (x) Maintain an overview of the Club's strategic planning initiatives.
- (e) The Club President should-
 - (i) Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club.
 - (ii) Be unbiased and impartial, give clear direction and set an example for others to follow.
 - (iii) Be an effective an efficient Chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
 - (iv) Keep informed of all Club activities and be aware of about future planning initiatives.
 - (v) Ensure the list of responsibilities delegated to the Club Committee and various office bearers are widely communicated and understood.

- (vi) Have a good and clear understanding of the Club rules, the constitution and the responsibilities of the various office bearers.
- (vii) Ensure the Club rules, constitution and by-laws are respected and observed by everyone involved.
- (viii) Know how to run a meeting (ie. Chairmanship)
- (ix) Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Gold Coast Hockey Association Rules, Regulations and Codes of Conduct.
- (x) Ensure the clubs financial management procedures and budgeting remains on target and is achieved. Actively support all fund raising and identify potential Sponsors.
- (xi) Ensure at all times the management of the Club remains open, positive, progressive and the objects and aims of the Club are respected and observed.
- (xii) Be prepared to make difficult decisions on behalf of the Club if necessary and insist on all members and parents respecting and abiding by the Club's and Gold Coast Hockey Association discipline provisions.

C2 Senior Vice President - Role and Responsibilities

- (a) The Senior Vice President role is an 'Executive' Management Committee roll.
- (b) Main Duties of the Senior Vice President
 - (i) Form part of the Management Committee (Executive).
 - (ii) Attend HB General and Management Committee meetings.
 - (iii) Liaise with senior members and report to Management Committee.
 - (iv) To provide support to the Senior Coaches and Managers.

C3 Junior Vice President - Role and Responsibilities

- (a) The Junior Vice President role is a 'Executive' Management Committee roll.
- (b) Works with President assists over all administrative areas. Attend GCHA Junior Delegate meetings.
- (c) The Junior Vice President may be required to or decide to form a "Junior Sub Committee" to facilitate the smooth running of the junior club. If this Junior sub committee is formed they must ensure that the committee functions properly. The 'Junior Vice President' must set the agenda for said sub committee and ensure that that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out, but they do not have the power to dominate over people by imposing their own ideas or make decisions without committee consensus.
- (d) Main Duties of the Junior Vice President:
 - (i) Form part of the HB Management Committee (Executive).
 - (ii) Attend HB General committee meetings.
 - (iii) Attend HB Junior committee meetings if applicable.

- (iv) Attend GCHA Junior committee meetings.
- (v) To set agenda and manage junior committee meetings.
- (vi) To provide leadership.
- (vii) To ensure the junior committee functions properly.
- (viii) To ensure the junior committee is managed effectively.
- (ix) To provide support to the Junior Coordinators.

C4 Treasurer - Role and Responsibilities

- (a) The Treasurer role is a 'Executive' Management Committee roll.
- (b) The 'Treasurer' roll is to manage the finances of the club, including budgeting, management of creditors and debtors, regular reporting to Management Committee of financial position.
- (c) A very important task of the club treasurer is to produce the financial reports. This is for each committee meeting and then at the end of the year. They will need to produce the financial reports in the form of an Annual Report for presentation to members at the Annual General Meeting.
- (d) It is important to understand that while the Management Committees may delegate these tasks to the Treasurer, the Management Committee is still ultimately responsible for their successful completion.
- (e) Main Duties of the Treasurer:
 - (i) Prior to the season
 - Prepare budgets and projections in consultation with the President.
 - Implement cash management procedures.
 - Set fees in consultation with Management Committee
 - (ii) During the season
 - Oversee or undertake the financial transactions of the club including:
 - Club bank account(s)
 - Arrange payment of approved expenditure
 - Collect all moneys due
 - Record and report on the actual transactions
 - Provide financial reports at each committee meeting.
 - (iii) After the season
 - EOFY is 30th Sept. It is expected that the EOFY financials be completed no later than 14th Oct each year.
 - Present EOFY financial to the committee for approval prior to sending to Auditor.

- Present financials and supporting documents to club auditor prior to AGM
- Produce the Annual Report and present to members at the AGM
- Undertake all legislatively required reporting and submissions

C5 Secretary Role and Responsibilities

- (a) The Secretary role is a 'Executive' Management Committee roll.
- (b) The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies.
- (c) Main Duties of the Secretary:
 - (i) Prepare the agenda for club/group meetings in consultation with the President/Chairperson
 - (ii) Make arrangements including venue, date, times and hospitality for club meetings
 - (iii) Send adequate notice of meetings including providing members with 21 days notice of General meetings including AGM.
 - (iv) Collect and collate reports from office bearers
 - (v) Call for and receive nominations for committees and other positions for the club/group AGM
 - (vi) Take the minutes of meetings
 - (vii) Write up the minutes as soon as possible after the meeting
 - (viii) Read, reply and file correspondence promptly
 - (ix) Maintain files of legal documents such as constitutions, leases and titles
 - (x) Act as the public officer of the club/group liaising with members of the public, affiliated bodies and government agencies.
 - (xi) With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.

Appendix - D Forms

- D1 The following forms or similar as decided from time to time by the Management Committee are to be used.
- (a) HB Notification of AGM
 - (b) HB Proxy Form
 - (c) HB Nomination Form Management Committee



Notice of Annual General Meeting (AGM)

Members are advised the Hockey Burleigh Club Inc will be holding their Annual General Meeting as follows:

Time: _____ (Insert Time).
Date: _____ (Insert Date).
Place: _____ (Insert Place).

All members are encouraged to attend.

Items on the agenda.

- Presenting the 2020 financial statement and audit report to the meeting for adoption.
- Considering and voting on the appointment of life members.
- Appointing an auditor for the present financial year.
- Electing members of the executive committee for the 2021 season.

Those members wishing to nominate for positions on the 'Management Committee' (Executive) must provide their nomination (refer attached 'HB Nomination Form Management Committee' form) to secretary@hockeyburleigh.com by COB _____ (Insert Date).

Members wishing to be involved on the Hockey Burleigh committee in a non executive roll can express their interest by completing the attached 'HB Nomination Form General Committee' form and return it to secretary@hockeyburleigh.com. New contributors are always welcome.

Should any members require any further information please contact the club secretary at secretary@hockeyburleigh.com

Yours Faithfully

Secretary



Hockey Burleigh General Meeting Proxy Voting Form

I, (Name) _____
of (Address) _____,
being a voting member of the Hockey Burleigh Club Incorporated. appoint,
(Name) _____
of (Address) _____,
as my proxy to vote for me on my behalf at the 20____ (Year) annual general
meeting of Hockey Burleigh Club Inc, and at any adjournment of the meeting.

Signed this _____ day of _____ 20_____.

Signature _____

- ☐ This Proxy is to be used in all matters voted upon
or
☐ This Proxy is to be used *in favour of / *against [strike out whichever is not wanted]
the following resolutions - [List relevant resolutions]

Please return this form to the Hockey Burleigh Secretary 7 days prior to
commencement of the AGM. secretary@hockeyburleigh.com



Hockey Burleigh MANAGEMENT COMMITTEE (Executive) Nomination Form

Please use this form if you wish to nominate another Hockey Burleigh Member for a position on the Hockey Burleigh **Management Committee (Executive)**. Note: you cannot nominate yourself for a position on the Management Committee (Executive).

The Hockey Burleigh Management Committee (Executive)) generally comprises but is not limited the following roles. President, Senior Vice President, Junior Vice President, Secretary, Treasurer.

I (insert name) _____

would like to nominate (insert name) _____

for the position of _____

Nominated by (signature) _____

Seconded by (insert name) _____

Seconded by (signature) _____

Signature of nominee _____

(By signing as the 'nominee' you agree to the nomination)

Please return this form to the Hockey Burleigh Secretary 7 days prior to the AGM.
secretary@hockeyburleigh.com