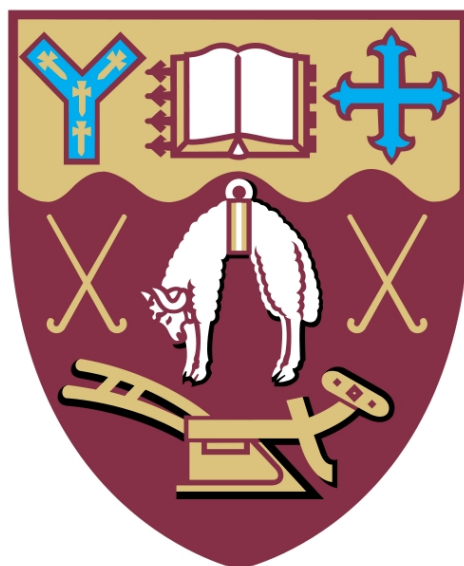


# University of Canterbury Hockey Club (Inc.)

## Constitution



<b>1</b>	<b>NAME</b> .....	<b>3</b>
<b>2</b>	<b>OBJECTIVES</b> .....	<b>3</b>
<b>3</b>	<b>MEMBERSHIP</b> .....	<b>4</b>
3.1	MEMBERSHIP DATABASE.....	4
3.2	LIFE MEMBERSHIP .....	5
<b>4</b>	<b>OPERATIONS COMMITTEE</b> .....	<b>5</b>
<b>5</b>	<b>BOARD</b> .....	<b>6</b>
5.1	ROLE OF THE BOARD .....	6
<b>6</b>	<b>MEETINGS</b> .....	<b>7</b>
<b>7</b>	<b>VOTING</b> .....	<b>8</b>
<b>8</b>	<b>APPOINTMENT OF OFFICERS</b> .....	<b>8</b>
8.1	BOARD MEMBERS .....	8
8.2	TERMINATION OF BOARD MEMBERS .....	8
8.3	APPOINTMENT OF THE OPERATIONS COMMITTEE .....	9
8.4	TERMINATION OF THE OPERATIONS COMMITTEE.....	9
<b>9</b>	<b>SUBSCRIPTIONS</b> .....	<b>10</b>
<b>10</b>	<b>NAMED OFFICERS</b> .....	<b>10</b>
10.1	PRESIDENT.....	10
10.2	SECRETARY .....	10
10.3	TREASURER .....	11
10.4	FUNDING OFFICER .....	11
10.5	ELITE DEVELOPMENT OFFICER.....	11
<b>11</b>	<b>GENERAL COMMITTEE MEMBERS</b> .....	<b>11</b>
<b>12</b>	<b>AUDITOR</b> .....	<b>12</b>
<b>13</b>	<b>TEAM COACHES OR MANAGERS</b> .....	<b>12</b>
<b>14</b>	<b>TEAM SELECTORS</b> .....	<b>12</b>
<b>15</b>	<b>TEAM CAPTAINS</b> .....	<b>12</b>
<b>16</b>	<b>DELEGATES TO ASSOCIATIONS</b> .....	<b>12</b>
<b>17</b>	<b>COLOURS</b> .....	<b>12</b>
<b>18</b>	<b>CLUB TROPHIES</b> .....	<b>12</b>
<b>19</b>	<b>FINANCIAL POLICIES</b> .....	<b>12</b>
19.1	BANKERS .....	12
19.2	FINANCIAL PERIOD .....	13
19.3	CONTROL AND INVESTMENT OF FUNDS .....	13
19.4	TRUST FUNDS.....	13
19.5	POWER TO BORROW MONEY .....	13
<b>20</b>	<b>WINDING UP OF THE CLUB</b> .....	<b>14</b>

<b>21</b>	<b>ALTERATION TO RULES .....</b>	<b>14</b>
<b>22</b>	<b>INTERPRETATION.....</b>	<b>14</b>
<b>23</b>	<b>VALIDATION CLAUSE.....</b>	<b>14</b>

# CONSTITUTION OF THE UNIVERSITY OF CANTERBURY HOCKEY CLUB (INC)

## 1 NAME

The Club shall be called the *UNIVERSITY OF CANTERBURY HOCKEY CLUB INCORPORATED* (hereinafter referred to as "the Club").

## 2 OBJECTIVES

The objectives for which the Club is established are:

- a) To serve as a not-for-profit hockey club for the tertiary institutions of Canterbury and as a hockey club for the rest of the Canterbury Community.
- b) To promote in equal measure, players of different competitiveness, gender and age within the club, recognising therein that each group represents an equally important aspect of the Club
- c) To be affiliated to the N.Z. Hockey Federation and the Canterbury Hockey Association and the University of Canterbury Students' Association.
- d) To promote, enter and maintain teams in the competitions held by the Canterbury Hockey Association, University of Canterbury Students' Association, University Sports Association, New Zealand University Hockey or any other association as maybe likely to further the objectives of the Club.
- e) To further the social interests of the Club members.
- f) To subscribe to, or become a member of, or co-operate with any other club whether incorporated or not, whose objectives are altogether or in part similar to those of this Club and to procure from, and/or communicate to, any such club such information as is likely to further the objects of this Club, in the opinion of the Operations Committee.
- g) To purchase, take on, lease, exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Club shall think necessary or expedient for the purpose of attaining any of the objectives of the Club or promoting the interests of the Club, or its members and to sell, exchange, let or lease with or without option of purchase, or in any manner dispose of any such property rights or privileges as aforesaid.

- h) To do all such other lawful things as are incidental or conducive to the attainment of any of the above objectives.

### **3 MEMBERSHIP**

Any person who upon accepting the written or electronic invitation of the club shall be bound by the written or electronic invitation shall become a member of the club and is therein accepting of the fees and terms and conditions of being a member of the Club. An invitation should include fees and any other pertinent information relating to their membership. An invitation for membership will be impliedly accepted if a member continues to participate in club activities.

Membership shall consist of the following personnel:

- a) Players
- b) Coaches
- c) Team Managers
- d) Life Members
- e) Anyone else, as deemed appropriate by the Operations Committee.

Any member shall cease to be a part of the club;

- a) If after a certain period of time (at the discretion of the Operations Committee), and from the date of acceptance of the invitation, it is deemed that the member is no longer an active and participating member of the Club.
- b) By voluntary resignation in writing addressed to the Secretary.
- c) By expulsion for misconduct or non-payment of subscriptions.
- d) Any other reason deemed by the Operations Committee to be sufficient.

Nothing in the above excuses the member of their financial, or otherwise, obligations to the Club.

The power to expel shall be shall be exercised by the Operations Committee but the expelled person shall have the right of appeal to the Board.

#### **3.1 Membership Database**

- a) The name of every member, their private address (where known) and contact details shall be entered into a database to be accessible by the Secretary, Treasurer and President for the purpose of obtaining information - to be called the Database of Members.

- b) It shall be the duty of the Secretary to provide access to the Database of Members at the Annual Meeting or any Special General Meeting of the Association.
- c) Other members shall be given access to the extent necessary for the fulfilment of their role, as deemed appropriate by the Operations Committee.
- d) It shall be the duty of the Operations Committee to ensure that historical membership records are kept and are accessible for future use.

### **3.2 LIFE MEMBERSHIP**

- a) Life Members may be elected if they are nominated by the Operations Committee at any Annual General Meeting of the Club and elected by a majority vote of the members present. Life membership shall only be awarded for long and/or outstanding service to the Club or to the game.
- b) Life members shall be entitled to the same financial or playing privileges (if any) as members of the Board.
- c) No greater than ten life members in addition to the Club's foundation members shall be granted Honorarium during any given period.
- d) Registry of Life Members will be kept by the Secretary.

## **4 OPERATIONS COMMITTEE**

- a) The business of the Club shall be conducted by an Operations Committee consisting of a membership number proportionate to the number of teams with a maximum number of 12 members who shall be elected at the Annual General Meeting.
- b) There shall be no fewer than three members.
- c) If required, the Operations Committee shall elect its own Vice President by majority vote.
- d) The Operations Committee shall have power to fill vacancies in the President, Secretary, Treasurer, Funding and Elite Development roles that may occur on the Operations Committee. The fulfilment of these roles shall be by way of unanimous decision by the Operations Committee.

- e) The Operations Committee shall have power to delegate any of its power to sub-committees, each of which shall not have fewer than three members. These members can include Operations Committee members or any other member.
- f) The Operations Committee shall have power to co-opt any person or persons for such time and for such purposes as it deems fit. No such co-opted person shall have the right to vote.
- g) The Operations Committee shall at its meetings, appoint team selectors in such numbers as it thinks fit, such selectors to be responsible to the Operations Committee for the selection of all players.
- h) The Operations Committee shall have power to make nominations and appointments for the selection of team coaches and managers in all grades. This maybe done at the discretion of the Operations Committee at the beginning of the season.
- i) No members shall qualify for election as an Operations Committee members unless:
  - a. present in person at the Annual General Meeting, or has sent written consent and
  - b. a member of the club for a minimum of one year.
- j) At all Operations Committee meetings, two Operations Committee members and two of either the President, Secretary or Treasurer shall form a quorum.
- k) In the event of voting being even, the President shall have a casting vote.
- l) The Operations Committee shall have power to make rules for the administration of any clubroom facility.
- m) The Operations Committee must consider the long-term financial viability of the club when making all spending and subscription decisions.

## **5 BOARD**

### ***5.1 Role of the Board***

The role of the Board is to oversee the management of the club at an advisory level. The Board shall be responsible for any large assets that the club owns and shall act to facilitate the Operations Committee wherever necessary.

## 6 MEETINGS

- a) An Annual General Meeting of the Club shall be held on a date each year, as fixed by the Operations Committee for the election of Operation Committee members, and to receive the report of the Operations Committee, the Treasurer's Report and Balance Sheet, and to transact any General Business of the Club. Not less than fourteen days written notice thereof shall be given to members.
- b) The AGM shall take place during the winter season every year but no more than 15 months after the last.
- c) Any special business may be considered at the Annual General Meeting provided that written notice is given to the Secretary at least seven days prior to the holding of such meeting.
- d) Special General Meetings (SGM) of the Club may be convened by direction of the President, Operations Committee, or on the request of ten members. The business of the requested SGM shall be explained clearly in writing and shall be handed to the Secretary. The meeting shall be held no more than 14 days after receiving notice and the Secretary shall notify the members within seven days.
- e) At all General Meetings the President or in his absence the Secretary or Treasurer shall preside but should all these members be absent the Chair shall be taken by a member of the board.
- f) At all General Meetings, for general or re-election purposes the largest of 20% of members or 15 people will form a quorum. In instances where the issue is contentious, or there is a contested election for a particular position the quorum shall be the larger of 50% or 15 people.
- g) There must be one of the three positions Treasurer, Secretary or President present, unless all have ceased to be members of the club at which point a member of the Board will chair the meeting
- h) If at an AGM, an issue becomes contentious, where it was not previously deemed as such, an SGM must be held if the contentious quorum is not present.
- i) The Operations Committee shall meet at such times as may be deemed necessary for the transaction of General Business. The President or any two members of the Operations Committee shall have power at all times to instruct the Secretary to call a meeting. The Secretary shall call such meetings within an agreed reasonable time frame being given to Operations Committee members.
- j) Any notice shall be deemed duly served on a member if posted to his last known address by ordinary post or notified electronically.



## **7 VOTING**

Only Financial Members shall be eligible to vote. The mode of voting at all meetings shall be by open voting, show of hands, by proxy, or by ballot, as the meeting shall deem most suitable. No person under the age of fifteen years shall be entitled to vote.

Proxy (and postal voting) voting for contested and contentious issues may be used in order to reach a quorum. Members must sign and date a document clearly stating the issue to be decided upon and their intended voting direction. This document should be drafted and made available to all members no less than seven days before the meeting. Members intending to collect proxy votes must notify all members and provide the form that is intended for use. No proxy votes will be accepted prior to the form being available to the members.

## **8 APPOINTMENT OF OFFICERS**

### ***8.1 Board Members***

Officers of the Board shall be made up of a minimum of four members plus the President or the Secretary or the Treasurer of the Operations Committee. There is no requirement to have more than four. Retiring Board members shall be eligible for re-election.

Candidates shall be nominated and seconded at the Annual General Meeting. If there is more than one candidate for any one office then a ballot shall be held as may be required with proxy (or postal) votes accepted.

The following candidates are eligible for election as Board Members:

- a) Patron;
- b) Vice-Patrons (not more than two in number);
- c) The most immediate past or outgoing President, Secretary or Treasurer;
- d) A University of Canterbury or University of Canterbury Students' Association Representative;
- e) Up to two Life Members of the Club;
- f) A co-opted Financial Auditor with no voting rights.

### ***8.2 Termination of Board Members***

Half of the Board must stand for re-election each year and no one member may stand for more than three terms without re-election. Termination of term applies at Annual General Meeting and a new term starts with re-election.

Other members elected shall hold office until the next Annual General Meeting or until they resign their office or until they cease to be a member, whichever occurs first.

If any vacancy shall occur on the Board the next General Meeting of members shall appoint a member to fill such vacancy for the unexpired term of office.

### **8.3 Appointment of the Operations Committee**

Candidates for the election of the Operations Committee must be members of the Club and shall be nominated and seconded at the Annual General Meeting. If there is more than one candidate for any one position then a ballot shall be held as may be required with proxy (or postal) votes accepted. Retiring Committee members shall be eligible for re-election.

- a) President shall stand for no more than 5 consecutive years, and at the end of this period they must stand down. In order to be eligible for election the presidential candidate must have at least 2 years (or seasons) on the Operations Committee prior to election, or must have a 75% vote of confidence from the previous Operations Committee.
- b) Secretary; in order to be eligible for election the Secretarial candidate, must have served at least a term (or season) on the Operations Committee prior to election where possible.
- c) Treasurer; in order to be eligible for election the Treasury candidate must have served at least a term (or season) on the Operations Committee prior to election where possible.
- d) Other Operations Committee Members should have skills for the positions required by the Operations Committee, but do not require previous Committee experience.

### **8.4 Termination of the Operations Committee**

Each member elected shall hold office until the next Annual General Meeting or until they resign their office or cease to be a member, whichever occurs first. If any vacancy should occur in the Committee, the next general meeting of members shall appoint a member to fill such vacancy for the unexpired term of office. Any member of the Committee absent from three consecutive meetings of the Committee without leave of absence shall thereupon cease to be a member of the Committee.

If a player ceases to become a member then they shall remain in their role until their successor is appointed.

If it is decided by any three members, one of who must be the President, Treasurer or Secretary that an Operations Committee member is in serious

breach of their duty then the matter may be referred to the Board and expulsion from the Committee may result. Such indiscretions may include but are not limited to, privacy breaches, harassment, unauthorised agency breaches, bringing the club into serious disrepute or any other offence deemed serious by the Operations Committee.

## **9 SUBSCRIPTIONS**

- a) Members shall pay such subscriptions as decided by the Operations Committee.
- b) The subscriptions shall be due and payable on a date determined by the Operations Committee each year. Payments after this date shall incur a penalty, as decided by the Operations Committee.
- c) The Operations Committee shall have the power to remit the whole or any part of any subscription or allow time for payment thereof.
- d) Any person failing to pay their subscription before the due date shall be
  - a. barred from voting and;
  - b. declared un-financial and their name forwarded to the Canterbury Hockey Association;

until such time as the subscription, together with the late fee is paid unless extension of time to pay has been given in accordance with paragraph (c) above. In any such case, they shall be entitled to vote and not declared un-financial within such extended time.

## **10 Named Officers**

The Operations Committee shall have the following named officers. The same person cannot hold more than one named role at any given time.

### **10.1 President**

The President shall draft the meeting agenda and chair the Operations Committee Meetings and the Board. They shall ensure that relationships with stakeholders and other parties as defined above are maintained and developed. They should at all times ensure the integrity of the club is upheld and work closely with the Operations Committee to ensure the general success of the club.

### **10.2 Secretary**

The Secretary shall in person or by deputy attend each meeting of the Club Operations Committee, keep minutes of the proceedings, read and file all communications and other papers, issue notices of meetings when directed,

and conduct the correspondence of the Club. They shall keep a register of the names, addresses and contact details of all Club members. They shall assist the President wherever necessary in maintaining correspondence with other parties and developing relationships with stakeholders.

### **10.3 Treasurer**

The Treasurer shall collect and account for all dues, fines and funds and shall disburse all monies of the Club under the authority of the Operations Committee. The Treasurer shall produce at the Annual General Meeting a Receipts and Payments Account, an Income and Expenditure Account, and a Balance Sheet duly audited.

Any account over the value of \$1000 which is not for normal club payments (e.g. turf hire, match fees or other fees which the Operations Committee has explicitly or impliedly agreed to fund) is not to be paid until authorised by the Operations Committee.

### **10.4 Funding Officer**

The Funding officer shall be responsible for the timely application of funds from various charitable bodies and general club fundraising. They shall work with the Treasurer to ensure that the Club's financial position is in the best possible state by ensuring relevant statuses and rules are complied with.

### **10.5 Elite Development Officer**

Shall be an elite hockey player and responsible for the appointment of selectors and advising the Operations Committee of any issues that exist at the elite level. They shall be responsible for approaching elite players and coaches and at all times representing the club in a good light, to ensure the best possible obtainment of personnel. They shall also work with other organisations to develop and assist players with elite training programmes as is necessary for the development of the club's elite player base.

## **11 General Committee Members**

In addition to the Named Officers, if there are more than five elected to the Committee then the roles of the additional Committee Members will be defined by the President, Secretary and Treasurer to meet the medium term requirements of the club. These members will be referred to as General Committee Members and shall have the same voting rights as the other Operations Committee members.

Roles allocated to these members may include but are not limited to Social Officer, separate gender/skill Development Officers, Coaching Officer, Umpiring Officer, Sponsorship Officer, Special Projects Officer, Marketing Officer, Recruitment Officer, Equipment Management Officer.

These positions may be held concurrently and with any other role including any of the above.

## **12 AUDITOR**

An Auditor shall be elected at the Annual General Meeting to audit the accounts of the Club, certify the Balance Sheet and Statement of Accounts. The Auditor shall be eligible for re-election each year.

## **13 TEAM COACHES OR MANAGERS**

The Operations Committee shall appoint team Coaches or Managers.

## **14 TEAM SELECTORS**

The Operations Committee shall elect Team Selectors in accordance with rule 4 (g).

## **15 TEAM CAPTAINS**

Each team shall appoint a Team Captain, who shall be responsible for the conduct and control of their team while on the field. Captains shall heed the advice of the Team Coach and/or Manager. They shall also ensure that players are properly attired and the teams are ready to play their game on time.

## **16 DELEGATES TO ASSOCIATIONS**

At the Annual General Meeting or Operations Committee Meeting there shall be appointed such numbers of delegates to the Canterbury Hockey Association, University of Canterbury Students Association and relevant Associations as are permitted by their rules.

## **17 COLOURS**

The Club colours shall be black socks, black shorts and maroon shirts. Alternative strip shall be white shirts.

## **18 CLUB TROPHIES**

All Club Trophies shall always remain the property of the Club.

## **19 FINANCIAL POLICIES**

### **19.1 BANKERS**

The accounts of the Club shall be kept at such Trading Bank and such Savings Bank as the Operations Committee shall from time to time decide. Accounts are to be operated by at least three members out of those authorised by the Operations Committee for such purpose.

## **19.2 FINANCIAL PERIOD**

The financial period for the purpose of the Club's Balance Sheet and Financial Performance shall run from 1<sup>st</sup> of January and 31<sup>st</sup> of December in order to tie in with the winter hockey season.

## **19.3 CONTROL AND INVESTMENT OF FUNDS**

All monies received by or on behalf of the Club shall be paid to the credit of the Club at such Bank or Banks as the General Meeting from time to time may appoint. All cheques or withdrawal slips drawn on the account shall be signed by any two of the President, the Secretary and the Treasurer. In the event of electronic transactions, such transactions shall be authorised by any two of the President, the Secretary and the Treasurer

The Operations Committee may authorise the President and the Secretary to spend without reference to the Committee from time to time. All amounts spent in this way shall be reported to the next meeting of the Committee.

The Club shall, in addition to the other powers vested in it, have a power to borrow or raise money from time to time by the issue of debentures, bonds mortgages or any other security funded or based on all or any of the property and/or rights the Club owns. These powers of borrowing or raising money shall not be exercised except pursuant to a resolution of the Club passed in General Meeting.

## **19.4 TRUST FUNDS**

The Club may from time to time invest and re-invest in such securities and upon such terms as it thinks fit, the whole or any part of its funds, which shall not be required for the immediate business of the Association. For the purpose of management of these funds the Board shall hold authority to give the Operations Committee funds but may not spend such funds themselves. The application for such funds must be in writing to the Board and is only to be distributed to the Operations Committee when it is deemed in the best interest of the Club's long-term performance.

In the event that the Club invests in a large item such as a practice turf with the University of Canterbury or other entity deemed stable and reliable, the management of the agreement and representation on the trust shall be held with the Board who will act for the best interests of the club.

## **19.5 POWER TO BORROW MONEY**

The Club shall have power to borrow money. The Operations Committee shall have power to borrow money but not in excess of five hundred dollars except by the direction of a General Meeting.

## **20 WINDING UP OF THE CLUB**

The Club may be wound up voluntarily if the Club at a General Meeting of the Members, passes a resolution requiring the Club to be wound up and a resolution is confirmed at a subsequent General Meeting called together for that purpose, and held not earlier than thirty days after the date on which the resolution to be confirmed was passed.

No addition to or alteration of the pecuniary profit clause or the winding up clause shall be approved without the Inland Revenue Department's approval.

If after the winding up of the Club, after the satisfaction of all debts and liabilities, there remains any assets whatsoever, the said assets shall not be paid or distributed amongst the members of the Club but shall be given to the University of Canterbury Students' Association according to the suitability of the assets.

## **21 ALTERATION TO RULES**

No alteration, addition or rescission in these rules shall be made except by consent of the majority at a General Meeting. Notices of such proposed modification/s shall be given in writing to the Secretary ten days at least before the meeting at which it is intended to propose such modification. The proposed modification/s are to be stated in the notice convening the meeting. A 2/3rd majority vote by the meeting will validate any rule change.

## **22 INTERPRETATION**

Any case not provided for in these rules or any question arising as to their interpretation should be resolved by the Operations Committee in conjunction with the Board.

## **23 VALIDATION CLAUSE**

The rescission of the Rules which heretofore have been in force shall not affect anything done or purporting to have been done thereunder; and all resolutions adapted, liabilities incurred and all other acts, deeds, matters, things and appointments made, done or entered into by the Club or its officers or others on its behalf are hereby confirmed notwithstanding any irregularity or defect that may have existed in connection there with under the rescinded Rules.