

Constitution of Kalamunda Districts Hockey Club (Inc.)

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Name

1. The name of the Club shall be the “Kalamunda Districts Hockey Club (Inc.) (“the Club”).

Colours

2. The Club colours shall be royal blue, red and white.

Objects

3.
 - (1) To affiliate with any other hockey association or associations;
 - (2) To take part in any hockey competitions;
 - (3) To educate, train, coach and encourage Club members;
 - (4) To invest Clubfunds;
 - (5) To affiliate with any other body;
 - (6) To promote interest in and good fellowship amongst those interested in the sport of hockey;
 - (7) To provide facilities for Club members;
 - (8) Such other acts and things conducive to and ancillary to the objects and interests of the Club.

Membership

4.
 - (1) Every candidate for election as a member of the Club, (other than honorary or life members) shall be proposed and seconded in writing by two members of the Club in such manner as the Management Committee as hereafter defined (“the Management Committee”) shall from time to time direct.
 - (2) The name and address of every such candidate, with the name of the proposer and seconder, shall be posted on a notice board in premises occupied by the Club at least seven days prior to the day the Management Committee proposes to consider the candidates eligibility for membership of the Club. An interval of not less than 14 days shall elapse between the date of nomination and the date of election.
 - (3) The Management Committee may reject or accept a candidate after first considering any objections lodged by members.

- (4) An objection to the election of a candidate shall be lodged with the Management Committee in such a manner as the Management Committee shall from time to time direct.
- (5) Classes of membership may be created with rights and duties applicable to each class.
- (6) Temporary Members

Subject to the Act, a person who is on any day visiting a club (the “host club”) as a member or an official of another club (which includes people who are assisting a visiting club) —

- (a) that is to engage in a pre-arranged event with the host club conducted for the purposes of one of the host club’s principal objects; or
 - (b) that is to hold a pre-arranged function at the host club involving the use of the hostclub’s sporting facilities, may, for the purposes of this Act, be taken to be a person who is accorded temporary membership of the host club on that day in accordance with rules approved by the Director – [section 48(5)refers]
- (7) The classes of membership described at sub-rule 4(5) hereof shall only be created, repealed or varied by a majority of at least two thirds of the members present at a general meeting of the Club.

5.
 - (1) The annual membership fee for all classes of membership of the Club shall be determined by the Management Committee prior to the commencement of the hockey season in each and every year.
 - (2) Membership fees shall be due and payable on the first day of April in each and every year.
 - (3) The benefits of membership of the Club may be extended to persons whom have not paid a membership fee at the discretion of the Management Committee provided however such persons shall not vote at a General Meeting of the Club until they pay a membership fee.
 - (4) Any person owing monies to the Club for any reason for more than 6 calendar months shall cease to be a member of the Club.
6.
 - (1) A properly constituted general meeting of the Club may appoint ay person as an honorary member or as an honorary life member of the Club.
 - (2) A candidate for honorary life membership shall be nominated by the Management Committee, and shall be elected by a majority of at least two thirds of the members present at a general meeting of the Club.

7. (1) Membership of the Club shall be terminated by:
 - (a) A member forwarding written resignation to the Secretary of the Club;
 - (b) By operation of sub-rule 5(4), provided however membership shall be automatically re-instated to a person on payment of monies due and owing;
 - (c) Expulsion by the Management Committee as provided under Rule 8.
- (2) Upon a person ceasing to be a member of the Club for any reason whatsoever the ex-member shall not be entitled to the return of the membership fee or any portion thereof unless the Management Committee shall otherwise direct.
- (3) A clearance from the Club to play for another club shall not be granted to any member or person owing monies to the Club.
8. (1) The Management Committee may expel from the Club, or suspend from membership of the Club for any period of time, any member whose conduct, in the opinion of the Management Committee has been injurious to the character, interests, or objects of the Club;
- (2) Before any member is expelled or suspended under sub-rule 8(1) the members alleged conduct shall be enquired into at a properly constituted meeting of the Management Committee;
- (3) Any member whose conduct is allegedly in breach of the matters described at sub-rule 8(1) shall be given notice in writing by the Secretary of the Club of the date, time and venue of the proposed enquiry at least 14 days prior to the date of such enquiry. The member shall have the right to attend the enquiry and be heard. If the member fails to attend the enquiry the enquiry may be conducted in the members absence.

Officers of the Club

9. There shall be elected by ballot at the Annual General Meeting of the Club:
 - (1) Two (2) patrons;
 - (2) One (1) President;
 - (3) One (1) Vice President for each hockey association with which the Club is affiliated and nominated by that hockey association;
 - (4) One (1) Secretary;
 - (5) One (1) Treasurer;

- (6) The President, Vice Presidents, Secretary and Treasurer shall comprise “the Executive Committee”.

Duties of Officers

10. (1) President:

- (a) To preside at a General Meeting of the Club and all meetings of the Management Committee. The President shall have only a casting vote;
- (b) To oversee the conduct of the Club;
- (c) To represent the Club on all ceremonial occasions.

(2) Vice President:

- (a) To assume the rights and duties of the President in the absence of the President;
- (b) If the President and the Vice President are absent from a meeting, a members of the Executive Committee present shall be elected by the Executive Committee and shall assume the rights and duties of the President for that meeting only.

(3) Secretary:

- (a) To prepare agendas for and to keep a true minuted record of all meetings;
- (b) To keep a correspondence book in which copies of all inward and outward correspondence relating to the Club shall be kept;
- (c) To sign all outward Club correspondence;
- (d) To give all notices required under this constitution;
- (e) To carry out such other duties as the Management Committee may from time to time direct.

(4) Treasurer;

- (a) To keep a correct account of all monies received by and expended by the Club;
- (b) To pay all monies received into such accounts as are provided for under sub-rule 17(1) and maintain a record of receipts for all such payments

- (c) To pay such accounts as are authorized by the Management Committee;
- (d) To present a budget to the Management Committee prior to the setting of membership fees;
- (e) To present a financial report at every Management Committee Meeting;
- (f) To submit a statement of income, expenditure and a balance sheet at the Annual General Meeting of the Club.

Management Committee

- 11. (1) The Management Committee shall manage the Club, provided however the Management Committee shall not take any action contrary to a decision made at a general meeting of the Club unless the Management Committee in its total unfettered discretion deems a matter arising and action required in respect thereto is of extreme urgency or emergency;
- (2) The Management Committee may, subject to any decisions made at a General Meeting do such things and actions it considers necessary or expedient in carrying out and implementing the objects of the Club.
- 12. (1) The Management Committee shall consist of;
 - (a) The Executive Committee;
 - (b) Two (2) player representatives from and nominated by each hockey association with which the Club is affiliated; and
 - (c) Not less than two (2) and not more than four (4) members of the Club elected by ballot at the Annual General Meeting of the Club of which not less than two (2) shall comprise such members as are described at sub-rule 23(2) hereof.
- 13. (1) The Management Committee shall meet as often as is required to conduct the business of the Club;
- (2) A Management Committee Meeting shall be held within fourteen (14) days of the Secretary receiving a written request for the same from either one (1) member of the Executive Committee or by at least one half of the Management Committee;
- (3) The Secretary shall give all members of the Management Committee at least ten (10) days' notice in writing of the date, time and venue of any Management Committee Meeting;

- (4) A quorum for a Management Committee Meeting shall comprise at least two (2) members of the Executive Committee together with at least one half of the members of the Management Committee.
14. If a vacancy occurs on the Management Committee other than at the Annual General Meeting, the Management Committee may fill such vacancy with a member of the Club, and such member shall be a member of the Management Committee for the unexpired portion of this predecessor's term.

Finance

15. The Financial Year of the Club shall be from the second of January to the first of January in each and every year.
16. The books of account of the Club shall be audited annually by an independent agent or agencies appointed by the members of the Club at the Annual General Meeting or at a General Meeting of the Club.
17. (1) All monies payable to the Club shall be paid into the bank account(s) the Management Committee may from time to time operate in the name of the Club;
- (2) No cheque shall be drawn or monies withdrawn from any Club account referred to at sub-rule 17(1) without the consent of the Management Committee;
- (3) The Club accounts described at sub-rule 17(1) shall be operated by at least 2 persons appointed by the Management Committee acting jointly and not alone.

General Meetings

18. (1) The Annual General Meeting of the Club shall be held within four (4) months from the end of the Club Financial Year as defined in Rule 15. The Secretary shall forward to all members of the club at least fourteen (14) days' notice in writing of the time, date and venue of such a meeting;
- (2) The Annual Report of the Management Committee and a detailed financial statement for the elapsed year shall be submitted to the Annual General Meeting;
- (3) The election of officers of the Club and the Management Committee for a term of one (1) year shall take place at the Annual General Meeting;
- (4) Written notice of any motions and/or business proposed for the Annual General Meeting, signed by both a proposer and a seconder must be received by the Secretary at least five (5) days prior to the date of the

Annual General Meeting in order for that motion or business to be considered.

19. A General Meeting of members of the Club may be called at the request of any two members of the Executive Committee, or on the written request of at least one quarter of the member of the Club. Such a meeting shall be held within thirty (30) days of such a request being received. The Secretary shall give all members at least seven (7) days' notice in writing of the time, date and venue of such a meeting.
20. (1) The quorum for a General Meeting of the Club shall comprise two members of the Executive Committee and at least twenty (20) members of the Club.

(2) If at any General Meeting of the Club there is no quorum within thirty (30) minutes of the time appointed for the meeting, then the meeting shall lapse unless a majority of the members present decide to adjourn the meeting for a period not exceeding twenty one (21) days. If there is no quorum within thirty (30) minutes of the time appointed for such adjourned meeting, then the meeting shall lapse altogether.
21. (1) Any member of the Club not financially indebted to the Club and present in person may participate in a ballot and vote on a motion at any General Meeting of the Club; and

(2) A member of the Club under the age of eighteen (18) years shall be ineligible to vote at a General Meeting of the Club.

PROVIDED HOWEVER: -

- (a) A member of the Club under the age of eighteen (18) years may appoint any person over the age of eighteen (18) years to vote on his or her behalf provided however the said appointment is made in such a manner and upon such terms and conditions as the Management Committee may from time to time direct; and
- (b) All members of the Club under the age of eighteen (18) years, and being a member of one (1) "Family", as the Management Committee may from time to time define, may only appoint one (1) person pursuant to sub-rule 21(2)(a) to vote on his or her behalf and the said appointee shall exercise one (1) vote only on behalf of all the members of his or her Family.

Coaching and Selection

22. (1) The Management Committee may appoint a club coach or club coaches ("the Senior Coach");

- (2) The Senior Coach shall coordinate and supervise hockey training sessions and be responsible for the maintenance and enhancement of the physical fitness, individual skills and playing techniques of “Senior Members” of the Club who play hockey; and
 - (3) The Committee may also from time to time appoint coaches or managers for particular teams or squads;
 - (4) The term “Senior Members” referred to at sub-rule 22(2) shall have such meaning as the Management Committee may from time to time direct.
23.
 - (1) The Management Committee shall appoint a junior coach or coaches (“the Junior Coach”) on such terms and conditions it deems fit to be responsible for the coordination and supervision of “Junior Members” of the Club and for the selection of “Junior Teams”.
 - (2) The term “Junior Members” and the term “Junior Team” referred to in sub-rule 23(1) and the term “Junior Committee” shall comprise such members and have such meaning as the Management Committee may from time to time direct and without limiting the generality of the foregoing the term Junior Members shall mean and include all members of the Club under the age of eighteen (18) years.
24.
 - (1) The Management Committee shall appoint a Selection Committee, which shall comprise the Senior Coach together with at all times other than provided under sub-rule 24(3), at least one representative of each team comprising Senior Members;
 - (2) The Selection Committee shall:
 - (a) Appoint a Team Captain for each team comprising Senior Members and changes to such captaincies as week to week selections demand;
 - (b) Select all teams comprising Senior Members representing the Club; and
 - (c) Set down the times, dates and venues of all training sessions for teams comprising Senior Members;
 - (3) The selection of teams for the initial fixture of the season shall be done by the Senior Coach and at least two (2) other members nominated by the Management Committee; and
 - (4) In a case of extreme emergency or late selection the Senior Coach may assume the full power of the Selection Committee.

Common Seal

25. The Common Seal of the Club, engraved with the name of the Club, shall be kept in the custody of the Secretary who shall keep a record of all instruments and documents to which the seal is affixed. The Seal shall not be used or affixed to any Deed or other document, except pursuant to a resolution of the Management Committee and in the presence of the Secretary and two (2) members of the Management Committee all of whom shall subscribe their names as witnesses.
26. The real and personal property and income of the Club, wherever derived shall be applied towards the promotion of the objects of the Club, and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to members generally of the Club provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member or servant of the Club in return for services actually rendered nor prevent payment of interest on money borrowed from any member of the Club.
27. In the event of dissolution of the Club distribution of surplus funds and property of the Club will be provided to either an incorporated association under the Act for charitable purposes.

Amendments to Constitution

28. (1) In this Constitution masculine includes feminine, words importing the plural import the singular and words importing singular import plural where context permits;
 - (2) "In writing" or "written" means and includes printing or any other means of representing words in visible form;
 - (3) The accidental omission or accidental non receipt by a member of any notice required by the constitution shall not invalidate or affect any associated proceedings;
 - (4) Where a conflict occurs or exists between the constitution of any hockey association with which the Club is affiliated and this constitution shall prevail; and
 - (5) This constitution may only be amended by special resolution at a General Meeting of the Club and passed by a majority of 75% members present and entitled to vote that general meeting of the Club.
29. Liquor license requirements

- (a) Notwithstanding any other provision in this Constitution, the following provisions apply during such periods of time where the Club holds a Club Licence under the Liquor Act:
- (b) The payment of any amount to any officer or servant of the Club by way of commission or allowance from the receipts of the Club for the supply of liquor is precluded.
- (c) A visitor to the Club's premises must not be supplied with liquor in the Club's premises unless the visitor is a guest in the company of a Member of the Club.
- (d) Members may introduce guests to the club at any time provided that:
 - (i) No member may introduce more than five (5) guests to the club at any one time.
 - (ii) A guest shall not be supplied with liquor in the club premises except on the invitation and in the company of that member.
 - (iii) A guest shall be supplied with liquor to be consumed on the club premises only.
 - (iv) The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the club premises.
 - (v) A member may, at their expense, and with the approval of the club committee, supply liquor to guests, without limitation as to number, at a function held by or on behalf of that member, at the club premises.
- (e) The facilities of the Club are provided and maintained from the funds of the Club.
- (f) No person, unless otherwise permitted under the Liquor Act, is able to receive greater profit, benefit or advantage from the Club than that to which any Member is entitled.
- (g) Unaccompanied juveniles are permitted by the committee of the club to enter and remain on licensed premises.