

# ABC Hockey Club Constitution



## 1. NAME AND COLOURS

- a) The Club shall be called the Albany Birkenhead Collegians Hockey Club Incorporated, hereinafter referred to as “the Club”
- b) The Club’s headquarters are at the North Harbour Hockey Stadium, Rosedale, Auckland and the office is at the residence of the incumbent Secretary.
- c) The Club’s colours shall be Black and Yellow.

## 2. AFFILIATION

- a) The Club shall be affiliated to the North Harbour Hockey Association (NHHA) sending delegates to their meetings & complying with their rules.
- b) The Club shall be affiliated to the New Zealand Hockey Association.
- c) The Club shall be affiliated to any other associations as considered necessary by the committee.

## 3. OBJECTIVES

- a) To recognise the previously existing Albany Bays Collegians Men’s Hockey Club and the Birkenhead Women’s Hockey Club as the Club’s predecessors, to recognise their histories as the Club’s history and to maintain that history.
- b) To promote, foster, control, encourage and advance the game of hockey at all levels of participation by providing coaching, equipment and organising a team structure at the various levels as demand necessary.
- c) To make playing for the Club and participating in its activities an enjoyable and rewarding experience, and to create and encourage a unique club spirit both on and off the field.
- d) The club may also do all such things as are incidental or conducive to the attainment of the object; and includes the borrowing and lending of money, the purchase and sale of goods and property or any other activity which may further this objective.

## 4. POWERS

- a) To prescribe, make, adopt and enforce such rules, regulations and to do such actions that may be necessary or desirable to carry out the Objectives or to conduct its business including the performing of all such lawful things as are incidental or conducive to the attainment of any of the Objectives.
- b) To prescribe any fees or charges to be paid by members.
- c) To purchase, take on lease, hire, exchange or otherwise acquire any realty or personal property which may be required for the purpose of, or conveniently in connection with

- any of the Objects and to sell, convey, transfer, assign, mortgage, give, exchange, or otherwise dispose of the same.
- d) To hire or employ an executive director, secretaries, managers, coaches servants, work-persons or any other type of employee and to pay them and other persons in return for services to the Club such salary, wages, gratuities, fees or pensions as the Club may from time to time determine.
  - e) To subscribe to or become a member of, or affiliate with, any association, society or organization whose objectives are similar either wholly or in part to the Objects or which may further the Objectives in any way.
  - f) To expel, suspend or otherwise discipline any member.
  - g) To delegate such of its powers as it may from time to time deem fit.
  - h) To invest and reinvest in such securities and upon such terms as it thinks fit the whole or any part of the funds of the Club and to employ and deal with the funds of the Club in such manner as it deems fit in the interest of the Club.
  - i) To borrow or raise and give security for money in such manner, as the Club shall think fit including the issue of bonds, debentures, promissory notes, mortgages or other obligations or securities of the Club secured upon as assets.
  - j) To enter into any arrangement with any Government or authority, international, municipal, local or otherwise that may seem conducive to the Club's Objectives or any of them and to obtain from any such Government or authority, any rights, privileges and concessions which the Club thinks desirable and to carry out, exercise and to comply with any such arrangements, rights, privileges and concessions.
  - k) The club may also do all such things as are incidental or conducive to the attainment of the object; and includes the borrowing and lending of money, the purchase and sale of goods and property or any other activity which may further the objectives.
  - l) The income and property of the Club shall be applied solely towards the promotion of the Objects. Except as provided in this Constitution, 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, officer or member of the Executive Committee and no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any member, officer or member of the Executive Committee. Nothing in this rule shall prevent payment in good faith of, or to any, member, officer or member of the Executive Committee for any of the following, provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction:
    - i. any services actually rendered to the Club whether as an employee or otherwise; or,
    - ii. products supplied to the Club in the ordinary and usual course of operation; or,
    - iii. interest on money borrowed from any member, officer or member of the Executive Committee; or,
    - iv. rent for premises demised or let by any member, officer or member of the Executive Committee to the Club or,
    - v. any remuneration, fees, honorarium or reimbursement for out-of-pocket expenses incurred by the member, officer or member of the Executive Committee on behalf of the Club for any other reason.

## 5. ORGANISATIONAL STRUCTURE & MANAGEMENT

- a) The affairs of the Club shall be administered by an Executive Committee.
- b) The Executive Committee shall act as the governing body of the Club being responsible to the Annual General Meeting (AGM) for the working of the Club during the preceding year. They shall also oversee the control as well as participate in the day to day playing of the Club.
- c) The Officers of the Executive Committee are to be elected at each AGM as provided for in these rules. Should any office not be filled at the AGM or become vacant during the year, the Executive Committee shall have the power to appoint to that office if they see fit.
- d) The Executive Committee shall comprise of:
  - A. The Officers of the Club to be elected as in 5 c) shall be:

### **PRESIDENT -** The president shall:

- i. by designation be the Chairperson of the Executive Committee. He/she is entitled to be a member of, but not necessarily preside over, any sub-committees as may be formed.
- ii. Chair all General Meetings and all Executive Committee meetings held by the Club.
- iii. Have full voting rights at all meetings with the power to exercise a casting vote if required, or defer a vote on an issue until next Executive Committee meeting.
- iv. Support, guide and oversee all Club activities.
- v. Be the official spokesperson on all matters pertaining to the Club.
- vi. Be ultimately responsible to the members of the Club, the North Harbour Hockey Association and Hockey New Zealand for the conduct of the Clubs affairs in relation to its Objectives.
- vii. Shall have the power to delegate any and all duties of the office as seen fit.

### **SECRETARY: –** The secretary shall:

- i. call and attend all General Meetings and Executive Committee Meetings, to take and record the minutes of all such meetings
- ii. conduct the correspondence of the Club
- iii. read and file all communications and other papers
- iv. place before the Executive Committee from time to time all matters for consideration of the Executive Committee
- v. present for the consideration of the Annual General Meeting an Annual Report detailing all activities of the Club during the preceding year
- vi. have custody of and keep all records and documents belonging to the Club, other than books of accounts
- vii. Generally act on behalf of and under the instructions of the Executive Committee in all matters not relating to the finances of the Club.
- viii. ensure that the Club applies for all player registrations and transfers by the required date
- ix. keep a correct register of all Club members.

**TREASURER:** – The treasurer shall:

- i. collect and account for all monies due to the Club and shall at once pay them into the Club's banking account
- ii. pay all accounts approved by the Executive Committee
- iii. submit to the Executive Committee at each of its meetings and at such other times as the Executive Committee may direct, a statement of the financial position of the Club
- iv. generally in all financial matters carry out the wishes of the Executive Committee.
- v. submit an **audited** balance sheet and statement of income and expenditure for presentation at every Annual General Meeting.
- vi. maintain a full record of all equipment or property purchased by the club, the cost and whereabouts of such items and too arrange such insurance's as may be necessary.
- vii. develop a budget for the next club season and submit to the Executive Committee
- viii. file annual accounts as required under rules of being an incorporated society with the relevant government/monitoring agency(ies).

**B. CLUB CAPTAINS** (one each for the Women & Men): – They shall

- i. assist and participate in team selection
- ii. assist and participate in player mentoring and development
- iii. act as a liaison between the playing club & the Executive Committee and assist in any matters of player grievances and the general conduct of the Club's members.

**C. AND** a minimum of four (4) other Members elected to such roles as are determined by the Executive Committee from time to time.

e) Note that the offices of President, Secretary and Treasurer must all be held by separate individuals and none of these roles may be held concurrently by a single person.

f) In general, all officers of the club have a duty to:

- [i] act in good faith and in the society's best interests
- [ii] exercise their powers for a proper purpose
- [iii] act in accordance with the society's rules and objects
- [iv] ensure the society's affairs are carried out in a way that does not create a substantial risk of loss to the society's creditors
- [v] ensure that the society does not incur an obligation that it can't fulfil
- [vi] take reasonable care in exercising their duties
- [vii] ensure that they do not personally profit from their position of trust.

## **6. THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall meet regularly when it deems necessary to carry out the affairs of the Club.
- b) An Executive Committee meeting may be called by any member of the Executive Committee, upon giving seven days notice to the Secretary.
- c) Any member of the Executive Committee who fails to have an apology sustained at three consecutive meetings shall cease to be a member thereof unless he/she first obtains leave of absence.
- d) The Executive Committee shall at its discretion have the power to expend the funds of the Club or incur such liabilities on behalf of the Club as it may deem necessary and shall generally have the power to supervise and control all property of the Club, the purchase of all materials required by the Club, from whatever source derived, solely towards the promotion of the objectives of the Club.
- e) The Executive Committee shall have the power to impose special or general levies on members of the Club.
- f) The Executive Committee may make, alter or rescind by-laws not contradictory to the Constitution and to act for the general benefit, comfort and accommodation of members and all regulations and by-laws made by the Executive Committee and orders given by them shall be binding on every member of the Club until set aside by a General Meeting.
- g) The Executive Committee shall have the power to appoint sub-committees where they deem necessary.
- h) THE EMERGENCY SUB-COMMITTEE shall comprise the President, Secretary & Treasurer (and also one other committee member as & if required), & shall meet & take decisions on behalf of the Executive Committee if it is impractical for a full meeting to be called.
- i) THE JUDICIAL COMMITTEE shall comprise the full Executive Committee.
- j) The secretary may convene an Executive Committee meeting, emergency sub-committee meeting or judicial meeting as and when required, upon giving seven days notice.

## **7. SUBSCRIPTIONS AND REBATES**

- a) Subscriptions shall be payable to the Club by all members.
- b) Subscriptions shall be established by the Executive Committee at the commencement of each year and published.
- c) An individual subscription is comprised of the following:
  - (i) New Zealand Hockey Federation fee.
  - (ii) NHHA team fee.
  - (iii) NHHA affiliation fee.
  - (iv) NHHA umpire levy.
  - (v) Club administration fee.
  - (vi) The Club fee which covers turf hire for pre season trials, trainings and games. The Club fee varies depending on the number of games each team plays and whether the team trains.

A current breakdown of the fees mentioned above is available from any Executive Committee representative upon request.

- d) Subscriptions for the year shall be due by 31<sup>st</sup> May of that year.
- e) Arrangements to pay the subscription off via instalments are at the discretion of the Executive Committee. All subscriptions paid in this manner must be received in full by 30<sup>th</sup> June of that year, or by such later date as agreed by the Executive Committee.
- f) An additional late fee applies to all subscriptions received after 31<sup>st</sup> May of that year unless an arrangement has been made as per 7 e).

- g) Any member whose subscription is not paid in full by 30<sup>th</sup> June of that year, and who has not made agreed arrangements to pay outstanding subscriptions over a payment plan, is debarred from the privileges of membership.
- h) At the discretion of the Executive Committee, and subject to a review of the annual financial accounts, the following players may be eligible for subscription rebates:
  - (i) Registered school players.
  - (ii) Life members.
  - (iii) Club Secretary.
  - (iv) Executive Committee members.
  - (v) Coaches
  - (vi) The second sibling or family member.
  - (vii) The third or more sibling or family member.
  - (viii) Those enrolled in full time Tertiary Studies

A current breakdown of the rebates mentioned above is available from any Executive Committee representative upon request.

- i) The Executive Committee shall at its discretion have the power to reduce the amount of any individual subscription in cases of hardship, subject to application for such reduction being submitted in writing to the Executive Committee by the member concerned.
- j) The Executive Committee shall at its discretion have the power to reduce the amount of any individual subscription in cases of or service to the Club.
- k) The Executive Committee shall at its discretion have the power to reduce the amount of any individual subscription in cases of part-season availability for any reason in accordance with the following:
  - (i) Missed 0 – 5 games      No difference in fees.
  - (ii) Missed 5 – 10 games      (pro rata + full NZHA fee)
  - (iii) Missed 10+ games      Started late 50% discount on Club fee.
  - (iv) Left Club      No discount.
- l) Casual Membership
  - i. Casual Members are players who fill in on a Club team when a full team is unable to be fielded.
  - ii. Persons may become Casual Players upon the acceptance and approval of a completed membership application form by the Secretary. Casual Members shall only be liable to pay the New Zealand Hockey Federation Fee and the NHHA Umpire Levy, unless they have played more than 4 games for the Club, at which point they must become ordinary members.
  - iii. Casual Members shall have no voting rights and shall hold membership until the close of the next Annual General Meeting, unless otherwise specified at the time of the person's acceptance.
- m) The Club endeavours to provide Representative rebates to members who represent North Harbour above Hatch Cup or Collier Trophy level. At the discretion of the Executive Committee, and subject to a review of the annual financial accounts, the Representative rebate may occur at the end of each season and will be off the following season's individual subscription.

The Representative rebate is subject to the following conditions:

- i. The member represents North Harbour or New Zealand.
- ii. The member is chosen for the top side of their age-group or representative team.
- iii. The member is fully financial in accordance with Section 7 of these rules..
- iv. The Club is in a financial position to provide such a rebate without putting the Club in financial difficulty or hardship for the following year(s). This decision as to

the Club's financial 'viability' is solely at the discretion of the Executive Committee. In such an event, the Executive Committee has the discretion to pay none or any partial amount or the entire representative rebate. The Executive Committee shall not be called on to show cause for the level of any members' representative rebate.

A current breakdown of the rebates mentioned above is available from any Executive Committee representative upon request.

- n) All members must return their uniforms and club owned equipment by the AGM at the end of the season. Failure to do so will incur a weekly overdue fine at the discretion of the Executive Committee.

## **8. MEMBERSHIP**

- a) Any person may apply to the Executive Committee for membership of the Club & can be elected or rejected by that Executive Committee as they see fit. The Executive Committee shall not be called on to show cause for the election or rejection of any applicant.
- b) Members of the Club shall be:
  - (i) Active playing members
  - (ii) Associate Members.
  - (iii) Life members.
  - (iv) Patrons.
- c) No player shall represent the Club in any NHA competition unless that player has become a member of the Club by having a completed membership application form accepted and approved by the Secretary and paying in part or in full the fees for the current year's membership, with no arrears outstanding from previous years of membership to the Club.
- d) A person shall be deemed to be a member of the Club provided that he/she pay such membership fees as shall be determined by the Club & shall abide by such regulations as set out in the Constitution.
- e) A player shall be held to be a member of the Club provided he/she complies with the rules of the Club, in particular 8c) above & is further registered with the NHA.
- f) Members shall be entitled to vote at General Meetings & hold position on the Executive Committee if elected, except as in 8h).
- g) Parents or legal guardians of members aged under eighteen (18) years may exercise all rights enjoyed by their child(ren) or ward(s).
- h) Unless specifically approved by the Treasurer, members will not be permitted to play for the club unless they are financial.
- i) A person shall be held to be an associate member upon payment of a membership fee set at the Annual General Meeting & may participate in the Club's affairs except as in 8 j).
- j) Associate members shall not be eligible to vote at General Meetings, but may be elected to the Executive Committee and co-opted by other Sub-Committees to assist in the affairs of the Club & may be empowered with equal rights in the same.
- k) Life members shall be elected by General Meetings. They shall have all the rights and privileges of active members but shall not be liable for subscription.
- l) Patrons shall not be eligible for election to the Executive Committee or to vote at General Meetings, but may be co-opted to assist in the affairs of the Club & may be empowered with equal rights in the same.
- m) All members of the Club shall be held to consent to & be bound by the Rules.
- n) Financial members shall always have precedence over non-financial members for team selection.

## **9. TERMINATION OF MEMBERSHIP**

- a) All memberships terminate on the due date for the subscriptions of the following year.
- b) All terminating members shall have no claim on the club for any fees paid.
- c) Any member who is desirous to terminate his/her membership MUST tender their resignation to the Secretary or if they are a player their team manager in writing. Such resignations shall be reported by the Secretary to the next ordinary meeting of the Executive Committee & shall be duly minuted, & the member resigning shall thereupon cease to be a member of the Club, & shall forfeit all rights & interest in the property of the Club, but shall continue to be liable for any unpaid subscription due at the date of his/her resignation, together with all arrears and other moneys (if any) owing by he/she to the Club at the said date.
- d) The Club shall have the power of expelling any member for misconduct connected with the Club, either on or off the field, or for wilful infringement of the rules of the Club. The Judicial Committee shall expel the member, impose a lesser punishment on the member, or take no action against the member. The member shall have the right to attend the Judicial Committee Meeting. The member has the right to appeal the expulsion in writing to the Secretary within fourteen days of the decision by requesting a Special General Meeting (SGM) at which the Club shall decide the issue by majority vote.
- e) The Club shall have the power of censuring or suspending any member for misconduct connected with the Club, either on or off the field, or for infringement of the rules of the Club. This shall be at a Judicial Committee Meeting. The offender has the right of appeal by requesting a Special General Meeting (SGM) in writing to the Secretary within fourteen days of the decision, at which the verdict of the Judicial Committee may be either upheld or overturned, and/or the punishment modified. The member shall have the right to attend the Judicial Committee Meeting and any subsequent appeal.

## **10. GRIEVANCES**

- a) Should any individual have any personal grievances, concerns that relate to the Club, the Executive Committee or its members or any other matters that need resolving, they should first try to resolve the issue between the effected parties. Should this attempt be unsuccessful, they should approach the Club for assistance as early as possible.
- b) Failing a successful resolution between the effected parties, the appropriate chain of contact is as follows:
  - (i) The team captain.
  - (ii) The team manager or coach.
  - (iii) The appropriate Club captain.
  - (iv) A neutral member of the Executive Committee.
  - (v) The club president.
- c) Should the concern relate to an immediate club official, the member should approach another neutral club official to discuss their concerns.
- d) Should a club official have a grievance or issue with a member, they should approach the Executive Committee directly.
- e) All endeavours must be made by all concerned parties to resolve the dispute fairly and equitably.
- f) Should the grievance not be resolved at a team level, a formal complaint must be received in writing by the Executive Committee prior to them taking any official action.
- g) At least one verbal communication and one written communication must be entered into between all parties prior to any termination action being taken.

- h) If a decision can not be reached, an independent arbitrator as agreed by both parties will be consulted, and they will make a recommendation to the Executive Committee.
- i) Once a decision has been made by the Executive Committee, the decision is final and binding.

#### **11. ANNUAL GENERAL MEETINGS**

- a) There shall be an Annual General Meeting held once a year, no later than sixty (60) days after the last playing week of the North Harbour Hockey Assn. winter season
- b) A quorum of at least twenty [20] financial members will be required to be in attendance to constitute an Annual General Meeting. Members who have provided Proxy voting as per 11 e) below can be considered as present for the purpose of reaching a quorum, provided no more than half of the quorum is reached using proxy votes.
- c) At least seven days notice shall be given to members.
- d) The following business shall be conducted:
  - (i) The consideration of and, if thought fit, the adoption of the Annual Report, statement of income and expenditure and balance sheet for the previous financial year.
  - (ii) The election of officers and Executive Committee, and delegates, as required.
  - (iii) The consideration of any special business of which notice has been given in writing to the Secretary at least ten (10) days prior to the date of the meeting; provided that, with the consent of two-thirds of the financial members present at the Annual General Meeting business of which notice has not been given may be dealt with.
  - (iv) The revision and amendment of any rules and regulations.
  - (v) The consideration of any general business arising out of the Annual Report or financial statements or affecting the welfare of the Club.
- e) Proxy voting
  - (i) Proxy voting at either Annual General Meetings will be permitted for voting on any issue other than the election of office bearers.
    - [1] Proxies must be members of the Club.
    - [2] Members can nominate another member or the chairperson of the meeting as proxy.
    - [3] Notice of intention to vote by proxy and the choice of the nominated proxy must reach the chairperson of the meeting not later than the day preceding the meeting.
    - [4] Notice of intention to vote by proxy must be submitted in writing.

#### **12. SPECIAL GENERAL MEETING**

- a) A Special General Meeting shall be held:
  - (i) When the Executive Committee so determines.
  - (ii) Within fourteen (14) days after requisition shall have been delivered to the Secretary, such requisition to be signed by at least eight (8) financial members requesting a Special General Meeting and stating in express terms the purpose of such meeting.
- b) A quorum of at least twenty (20) financial members will be required to be in attendance to constitute a Special General Meeting. Members who have provided Proxy voting as per 11 e) above can be considered as present for the purpose of reaching a quorum, provided no more than half of the quorum is reached using proxy votes.

- c) No business shall be transacted at such a Special General Meeting other than that referred to in the Notice convening the meeting.
- d) The President of the Club shall preside at all Special General Meetings.

### **13. EXECUTIVE COMMITTEE MEETINGS**

- a) The Executive Committee may pay accounts and incur normal liabilities on behalf of the club, the Executive Committee and officers are hereby indemnified by the club against any claim or demand in respect of any liability properly and bona-fide incurred on behalf of the club.
- b) Decisions at meetings shall be by simple majority with the President holding a casting vote in cases of equality. Proxy voting is permitted if authorised by written evidence which shall be presented to the President.
- c) Any officer or member of the Executive Committee may be removed by a majority of two thirds of the members present at any Special General Meeting and such vote shall be by secret ballot.
- d) A quorum of at least six (6) executive committee members will be required to be in attendance to constitute a Committee Meeting.
- e) Meetings will be scheduled at least seven (7) days in advance with time and location made publicly available to members.
- f) Any club member can choose to attend Executive Committee Meetings but will not have voting rights.
- g) The President may request the meeting be made private to only the Executive Committee in order to discuss sensitive or confidential matters.

### **14. TEAMS**

- a) No team shall play representing the Club without the prior consent of the Executive Committee.
- b) The Executive Committee shall appoint team selectors, coaches and managers to Club teams in such numbers as it sees fit. Such appointees will be responsible to the Executive Committee.

### **15. FINANCES**

- a) Any member whose subscription for the previous season remains unpaid at the date of the next AGM shall have his/her name forwarded to the NHHA as a defaulter & shall not be selected for any team until all outstanding monies are paid.
- b) All monies paid to the Club shall be lodged in an account in the Club's name & all remittances in payment of accounts shall be signed by the Treasurer & one other of the nominated members of the Executive Committee.
- c) Payments of Accounts and Other Disbursements
  - [i] Monies shall NOT be paid out except by cheque or internet banking, signed or authorised via netcode jointly by two of the club signatories one of whom shall be the President, the Treasurer or the Secretary.
  - [ii] All purchases shall ordinarily be authorised by the Executive Committee at a Committee meeting. On occasions where this does not occur, these shall be presented, justified and recorded in the minutes at the next available Committee Meeting.
  - [iii] Purchases may be supported by presentation of a Purchase Order, issued by the Treasurer and signed by any two members of the Executive Committee. Any purchase over \$1,000 shall have an accompanying purchase order.

- [iv] Payment for purchases, accounts or expenses will be made upon presentation of an invoice that includes a minimum of company name and address, date, description of items purchased and total cost.
- [v] All accounts shall be approved by the Executive Committee for payment at a Committee meeting, and shall ordinarily only be approved when inclusive of the Purchase Order number under which the purchase was previously authorised.
- d) The Club bank account(s)
  - [i] The bank account of the Club shall be kept at a bank as the Executive Committee shall determine from time to time.
  - [ii] The President, Secretary and Treasurer may all be signatories of the bank account, there may be additional signatories at the discretion of the Executive Committee
  - [iii] The account shall be operated on by the Treasurer.
  - [iv] The Club may only borrow money in accordance with a resolution of a General Meeting of the Club.
  - [v] The control and investment of all funds shall be in the hands of the Executive Committee, subject always to any direction given by a General Meeting. Any surplus funds may be placed on interest-bearing deposit with any bank or like institution as determined by the Committee.
  - [vi] The financial year of the Club shall end on the last day of September.
- e) Notwithstanding anything expressed or implied in these rules, the activities of the Club shall not be carried out for the personal pecuniary profit or benefit of any Member or associated person.
- f) Except as otherwise provided in these rules, membership of the Club shall not be deemed to confer upon the members any right, title or interest either legal or equitable, in the property of the Club.
- g) Payment to members
  - [i] No gift or gratuity payment shall be made to any member of the Club for personal gain.
  - [ii] No Member of the Club or any associated person shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income.
    - [1] Any such income shall be reasonable relative to the open market value of the goods or services provided.

## **16. ASSETS OF THE CLUB**

- a) All property shall be vested in the Executive Committee for the time being.
- b) The income and property of the Club where or howsoever derived or obtained shall be applied solely towards the Objects of the Club.
- c) No part of the Club's funds shall be paid directly or indirectly to any member of the Club, but assistance with administration, coaching, youth development and travelling expenses may be provided at the discretion of the Club and in accordance with the Club's Objects.
- d) The Club shall retain all prize money won by teams of the Club.
- e) The Club shall retain ownership of all Club trophies for the lifetime of the Club.

## **17. WINDING UP**

- a) If on the winding up of the Club there remains after the payment of all costs, debts & liabilities, any property or funds whatever, the same shall not be distributed or paid amongst the members of the Club, but shall be transferred or given to North Harbour Hockey Association Inc.

- b) Should they not want the remaining assets, they shall be transferred or given to some other club, Association or Institution (whether Incorporated or not) having objects similar to those of this Club, to be determined by members of the Club at or before the time of winding up.

**18. ALTERATIONS TO THE CONSTITUTION/RULES**

- a) The Secretary and Treasurer of the Club shall each hold copies of this Constitution together with any amendments which may from time to time be made and shall make such copies available to members of the Club at any time upon application.
- b) No rule may be altered, added to or rescinded except by a two-thirds majority of votes cast at the Annual General Meeting or a Special General Meeting called for that purpose.
- c) No addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

**19. AUDITOR**

- a) At each AGM an auditor who is not necessarily a member of the Club shall be appointed at such remuneration (if any) as shall be resolved upon, their duties being to audit the Annual Accounts & to certify that having compared them with the books & vouchers, they have found them correct. The auditor shall be eligible for re-appointment each year.

<b>Constitutional Changes Log</b>		
Date	Sections	Reason
17 Aug 08	All	Constitution first written.
11 Sep 10	All	Constitution updated for IRD tax exemption and colour change.
25 Nov 2015	15c) & 18c)	Updated for internet banking & IRD tax exemption
22 Nov 2020	4 l), 5 e) & Sections 11, 12 & 13	Changes for the appointment and constitution of the Executive Committee, provisions for proxy votes to count for half the quorum, clarification around payments to members, and other minor changes.

Signed as a true and correct copy:

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX – A**  
**DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

*Roles Defined in the Constitution*

**PRESIDENT -** The president shall:

- i. by designation be the Chairperson of the Executive Committee. He/she is entitled to be a member of, but not necessarily preside over, any sub-committees as may be formed.
- ii. Chair all General Meetings and all Executive Committee meetings held by the Club.
- iii. Have full voting rights at all meetings with the power to exercise a casting vote if required, or defer a vote on an issue until next Executive Committee meeting.
- iv. Support, guide and oversee all Club activities.
- v. Be the official spokesperson on all matters pertaining to the Club.
- vi. Be ultimately responsible to the members of the Club, the North Harbour Hockey Association and Hockey New Zealand for the conduct of the Clubs affairs in relation to its Objectives.
- vii. Shall have the power to delegate any and all duties of the office as seen fit.

**SECRETARY:** – The secretary shall:

- i. call and attend all General Meetings and Executive Committee Meetings, to take and record the minutes of all such meetings
- ii. conduct the correspondence of the Club
- iii. read and file all communications and other papers
- iv. place before the Executive Committee from time to time all matters for consideration of the Executive Committee
- v. present for the consideration of the Annual General Meeting an Annual Report detailing all activities of the Club during the preceding year
- vi. have custody of and keep all records and documents belonging to the Club, other than books of accounts
- vii. generally act on behalf of and under the instructions of the Executive Committee in all matters not relating to the finances of the Club.
- viii. ensure that the Club applies for all player registrations and transfers by the required date
- ix. keep a correct register of all Club members.

**TREASURER:** – The treasurer shall:

- i. collect and account for all monies due to the Club and shall at once pay them into the Club's banking account
- ii. pay all accounts approved by the Executive Committee
- iii. submit to the Executive Committee at each of its meetings and at such other times as the Executive Committee may direct, a statement of the financial position of the Club
- iv. generally in all financial matters carry out the wishes of the Executive Committee.
- v. submit an **audited** balance sheet and statement of income and expenditure for presentation at every Annual General Meeting.
- vi. maintain a full record of all equipment or property purchased by the club, the cost and whereabouts of such items and too arrange such insurance's as may be necessary.
- vii. develop a budget for the next club season and submit to the Executive Committee
- viii. file annual accounts as required under rules of being an incorporated society with the relevant government/monitoring agency(ies).

**CLUB CAPTAINS** (one each for the Women & Men): – They shall

- i. assist and participate in team selection
- ii. assist and participate in player mentoring and development
- iii. act as a liaison between the playing club & the Executive Committee and assist in any matters of player grievances and the general conduct of the Club's members.

#### **Additional Executive Committee Roles**

AND a minimum of four (4) other Officers elected to such roles as are determined to be required by the Executive Committee from time to time.

In each case the Role can co-op other committee members or club members to complete the tasks required. Officers need approval from the Executive Committee before making commitments or representations on behalf of the club if those commitments or representations exceed pre allocated budgets or existing delegated authorities.

**UNIFORMS & EQUIPMENT** – Handles the distribution, collection, storage, and replacement of uniforms and team hockey equipment:

- i. Check current uniforms stocks and quality ahead of the season,
- ii. Run the uniform design, costing, selection, and delivery process for new uniforms,
- iii. Request budget from Executive Committee for replacement uniforms or additional uniforms required for new season,
- iv. Manage the distribution and recording of uniforms to team managers,
- v. Provide additional uniforms throughout the season as needed,
- vi. Manage the recovery, recording, checking, and storage of uniforms at the end of the season,
- vii. Manage the allocation of balls, bibs, cones and other training & protective equipment to team managers at the start of the season,

- viii. Request budget from the Executive Committee for the replacement of training & protective equipment as required,
- ix. Manage the recovery and recording of equipment from team managers at the end of the season,

**COMMUNICATIONS** – Manage the club Website, Facebook, Instagram, Linked In communication channels and be responsible for ensuring that communication from the Executive Committee reaches club members in a timely and accurate way:

- i. Manage Website ensuring regular updating of content,
- ii. Manage Facebook updates including getting weekly results and match reports from the various teams,
- iii. Working with the Funding & Sponsorship Officer to keep sponsors and influencers connected on LinkedIn up to date with appropriate club information,
- iv. Use Website and Social media platforms to expand the ABC club profile,
- v. Manage general all of club mail outs as required by the Executive Committee,
  - a. AGM & SGM notifications,
  - b. Prizegiving notifications,
  - c. Start of season and trial notifications,
  - d. Other important announcements,

**FUNDING & SPONSORSHIP** – Work with the President, Treasurer, & Communications Officer to ensure we have adequate funding in place for club commitments. Make the appropriate grant submissions to foundations and organisations annually for funding, communicate with existing sponsors and connect with new sponsors as required overtime.

- i. Agree with the Executive Committee appropriate sponsorship levels and terms for sponsors,
- ii. Actively recruit sponsors to support the club programs and goals,
- iii. Maintain and support existing sponsorship relationships, ensuring sponsors are getting the benefits and achieving the outcomes they expected,
- iv. Investigate and pursue community funding and grant opportunities in order to support agreed club programs and goals,

**SOCIAL MANAGER** – Organise Club functions including the annual prize giving and Pub Crawl plus any other functions or social gatherings throughout the year.

- i. Agree annual functions;
  - a. Opening Day
  - b. Pub crawl
  - c. Prizegiving
  - d. Summer BBQ and Sevens Comp
- ii. Set function budgets with the Executive Committee,
- iii. Organise team and run functions,
- iv. Take some photos and write a blog for the communications manager

### Appointed Roles

**HEAD COACH** – Appointed by the President and the Club Captains with approval from the Executive Committee. Responsible to player & coach development within the club.

- With role and duties defined in the employment agreement for the Head Coach

### Team Manager Role

- Provide club information to the team.
- Take team concerns or suggestions to the Executive Committee.
- Agree on your team's gear requirements at the start of the season.
- Co-ordinate trials with the coaching staff.
- Manage the player profile sheets for each player.
- Co-ordinate and manage pre-season trainings and games as necessary.
- Distribute and manage uniforms.
- Confirm players to be registered prior to season commencing.
- Review teams umpiring obligations if any and make arrangements.
- Estimate possible representative players, school players and family members so fees can be calculated and estimated.
- Co-ordinate transfers to and from the team prior to season commencing.
- Co-ordinate alternative playing strips as necessary.
- Distribute player invoices
- Collect fees and either bank or give to treasurer.
- Promote pub crawl to the team.
- Collect trophies from previous season's recipients.
- Forward nominations for current seasons recipients of trophies.
- Promote prize giving to the team.
- Prepare brief end of year report.
- Collect uniforms.
- Return fee rebates to eligible players.
- Return gear and uniform