



WOODVILLE HOCKEY CLUB INCORPORATED

ABN No. 53 617 611 207

Incorporation No. 2307R

CONSTITUTION

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|----------------|-------------------|-------------------|-------------------|
| Amended | 01/02/1981 | 14/03/1982 | 18/11/1984 |
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| | <u>CONTENTS</u> | <u>Page</u> |
|------------------------------|--|--------------------|
| <u>PART 1</u> | NAME | 2 |
| <u>PART 11</u> | GENERAL | 2 |
| <u>PART 111</u> | OBJECTS | 3 |
| <u>PART 1V</u> | INDEMNITY | 4 |
| <u>PART V</u> | MEMBERSHIP | 4 |
| <u>PART VI</u> | FORFEITURE OF MEMBERSHIP | 7 |
| <u>PART V11</u> | CLUB UNIFORM | 8 |
| <u>PART V111</u> 8 | ANNUAL GENERAL MEETINGS & SPECIAL GENERAL MEETINGS | |
| <u>PART 1X</u> | CONDUCT OF ANNUAL GENERAL MEETINGS & SPECIAL GENERAL MEETINGS | 8 |
| <u>PART X</u> | VOTE OF MEMBERS | 9 |
| <u>PART X1</u> | ELECTION OF OFFICE BEARERS | 9 |
| <u>PART X11</u> | MANAGEMENT OF WOODVILLE HOCKEY CLUB INCORPORATED | 10 |
| <u>PART X111</u> | PROCEEDINGS, POWERS & DUTIES OF THE MANAGEMENT COMMITTEE | 10 |
| <u>PART X1V</u> | DUTIES OF HONORARY SECRETARY | 12 |
| <u>PART XV</u> | DUTIES OF HONORARY TREASURER | 12 |
| <u>PART XV1</u> | DUTIES OF HONORARY AUDITOR | 13 |
| <u>PART XV11</u> | ALTERATION TO THE CONSTITUTION | 13 |
| <u>PART XV111</u> | DISSOLUTION | 13 |
| <u>PART X1X</u> | COMMON SEAL | 13 |
| <u>PART XX</u> | HONORARIUMS | 13 |

PART 1

NAME

1. Shall be known as the Woodville Hockey Club Incorporated.

PART 11

GENERAL

1. The following words and expressions hereby set out shall have the meanings hereby assigned to them unless such meanings are excluded by or are repugnant to the context of the subject matter, that is to say :
 - (a) “Club” means Woodville Hockey Club Incorporated.
 - (b) “Delegate” means a representative of the club.
 - (c) “President” includes any person for the time being appointed by the Members to perform the duties of the President.
 - (d) “Honorary Secretary” includes any person for the time being appointed by the Members to perform the duties of the Honorary Secretary and Public Officer.
 - (e) “Honorary Treasurer” includes any person for the time being appointed to perform the duties of the Honorary Treasurer.
 - (f) “Management Committee” shall be the controlling body of the Woodville Hockey Club.

Words imparting a singular number only shall include the plural number, and words imparting the plural number shall include the singular number.

Words denoting the male sex shall be taken to denote the female sex and vice versa.

PART 111

OBJECTS

1. The participation of the game of Hockey.
2. The encouragement of others to play the game.
3. To promote the sporting welfare of its Members and to conduct social functions for the purpose of creating good fellowship.
4. To grant sums of money out of the funds of the Woodville Hockey Club Inc. for any matter affecting Hockey and in such a manner as may be from time to time determined, provided that the assets and income of the Club shall be applied solely to the furtherance of its objects, and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
5. To purchase, take on lease, exchange or otherwise acquire any real and personal property and any rights or privileges necessary or convenient for the purpose of the Woodville Hockey Club Inc.

6. To improve, develop, lease, mortgage, sell, dispose of, turn to account or otherwise deal with all aspects of the Woodville Hockey Club Inc.
7. To apply for and exercise the rights and privileges of any licences or permits that may be granted under the South Australian Liquor Licences Act (1985), or any subsequent Act which repeals the said Liquor Licensing Act (1985) as amended.
8. To apply for and exercise the rights and privileges of any licences or permits that may be granted under the South Australian Lottery and Gaming Act (1936), or any subsequent Act which repeals the said Lottery and Gaming Act (1936) as amended.
9. To raise monies by way of debenture or loan from Members or applicants for membership to carry out any of the objects of the Woodville Hockey Club Inc.
10. To raise monies by way of debenture or loan from any Bank or other legal financial institution to carry out any of the objects of the Woodville Hockey Club Inc.
11. To do all other such lawful things as may be incidental or conducive to the promotion or carrying out of the foregoing objects or any of them.
12. To ensure that the income of the Woodville Hockey Club Inc. from whatever source derived shall be applied solely towards the promotion of the objects of the Woodville Hockey Club Inc. as set forth in the Constitution provided that nothing herein contained shall prevent payment in good faith to any members or other person in return for any services actually rendered to the Woodville Hockey Club Inc. or shall prevent payment of interest on money borrowed from or lawfully due to any Member.

PART 1V

INDEMNITY

1. No Member shall hold the Woodville Hockey Club Inc. responsible for any injury or accident sustained while representing the Club on or off the field.
2. The Woodville Hockey Club Inc. will not be responsible for any article brought into the clubrooms or stadiums by any Member or Visitor which is stolen or damaged.
3. Any Member or Visitor who causes damage to the clubrooms or stadium which is not accidental will be required to pay for the repair or replacement cost of the said damage.
4. The Woodville Hockey Club Inc. shall indemnify any Seal Holder, Office Bearer or member authorised by the Management Committee against any liability incurred by such Seal Holder, Office Bearer or member authorised by the Management Committee for any act done in good faith and in the pursuit of the objects of the Club as its servant or agent.

PART V

MEMBERSHIP

1. Persons wishing to become Members of the Club must be duly nominated and 7 days notice of the nomination must be given to the ordinary Members of the Club. They must pay their Membership fee within the time specified, as may be specified by the Management Committee.
2. Members shall abide by the rules and decisions of the Club.
3. Membership of the Club shall be continuous and shall commence from the date of acceptance of the Member's nomination. Any member may resign by submitting his/her resignation in writing to the Club Secretary. The resignation may be accepted or refused in writing by the Management Committee and in no case shall it be accepted unless the Member is fully financial.

4. The Club shall consist of :

- (1) All Honorary Life Members
- (2) Life Governors
- (3) Player Life Members
- (4) Associate Members
- (5) Playing Members
- (6) Non-Playing Members
- (7) Honorary members
- (8) Summer Members

(1) **LIFE MEMBERS**

- (a) Recommendation for Honorary Life Membership shall be made by the Management. It shall be considered at the Annual General Meeting only, and may be accepted or refused by the Members present. The number so elected shall be limited to one per year.
- (b) All Life Members shall enjoy the full privileges of the Club without the payment of any fees with the exception of playing fees.
- (c) A Life Member's medallion shall be issued free to each Life Member and shall conform to a pattern to be decided by the Management.

(2) **LIFE GOVERNORS**

- (a) Members who are willing to compound the annual membership fee as determined from time to time by the Management Committee and Annual General Meeting for a period of twenty (20) years, paying the compounded fee as a lump sum, shall be known as Life Governors. They shall not be required to pay any further sum to retain their membership for the lifetime of the applicant.
- (b) Any business organisation, corporate body or registered society shall be eligible to apply for and become a Life Governor, in which case one (1) only nominee of the said business organisation, corporate body or registered society shall become entitled to the privileges of a Member at the one time.
- (c) Life Governors shall be entitled to any additional privileges as the Management Committee may decide from time to time.

- (d) Life Governors who are playing members of the Club shall pay the appropriate playing fee.

(3) PLAYER LIFE MEMBERSHIP

- (e) The Management may bestow a Player life Membership on a player who has completed 10 years active service as a senior playing member with the Club and has contributed outstanding service to the Club.
- (f) A Player Life Membership shall allow such a recipient fifty per centum (50%) remission of his/her Annual Club fees whilst still actively playing and at the end of active playing membership, he/she automatically be entitled to be a Member of the Club for the remainder of his/her life with no further payment of fees required. Playing Life Members shall pay the appropriate playing fee.
- (g) If after retirement as a player he/she should return to active playing, he/she shall once again be required to pay fifty per centum (50%) of his/her annual fees.
- (h) Selection in an the Senior Australian Men or Women's Field Hockey Team shall automatically make a player eligible for a Player Life Membership at the decision of the Management.
- (i) Such an award shall not preclude the recipient from a subsequent award of Life Membership.

(4) ASSOCIATE MEMBERSHIP

A member of the immediate family living in the same household of a Member of any category other than an Honorary Member shall be entitled to apply for Associate Membership. If admitted, such a person shall pay such Associate Membership fee within the time specified, as may be determined by the Annual General Meeting on the recommendation of the Management, such a fee to be less than a Member's fee. An Associate Member shall not be entitled to vote at General Meetings nor to stand for office as a member of Management.

(5) PLAYING MEMBERS

- (a) Playing Members shall be classed in either of two categories :
 - (1) Senior playing members paying the relevant fees fixed from time to time by the Management Committee for such playing members. Such Members shall be entitled to all the privileges of the Club, subject to clause (3) below.
 - (2) Junior playing members who shall be under 18 Years of age, paying the relevant fees fixed from time to time by the Management for such Junior playing members. Such Members shall be entitled to all the privileges of the Club with the exception of voting and ensuing privileges as regards the supply of liquor under the Licensing Laws. For the purpose of this subsection the age of Playing Members shall be determined by the Association for under-age purposes.

(b) Members must make arrangements to finalise payment of fees by 31st May of the current year. Members who are unfinancial as at 31st May of the current year are ineligible to participate in any teams associated with the Woodville Hockey Club Inc., until they are fully financial or suitable arrangements have been accepted by the Management Committee of the Woodville Hockey Club Inc.

(6) **NON PLAYING MEMBERS**

(a) Any person desirous of becoming a Non-playing Member of the Club shall furnish his/her name and address to the Secretary of the Management Committee.

(b) The Management Committee shall have sole discretion to admit Non-playing Members.

(c) Non - playing Members shall abide by the rules and by-laws of the Club and of the governing body, namely the South Australian Hockey Association Incorporated, with whom the club shall affiliate each year.

(d) Any Non-playing Member may resign at any time by submitting his/her resignation in writing to the Club Secretary. The resignation may be accepted or refused in writing by the Management Committee and in no case shall it be accepted unless the Member is fully financial.

(e) Non-playing Members shall enjoy all the privileges of the Club with the exception of playing.

(7) **HONORARY MEMBERS**

(a) The players of any other sporting club who visit the Club on any day for the purpose of playing sport or games at the Club shall be Honorary Members of the Club for that day.

(b) The officials of the teams referred to in paragraph (a) above provided that the maximum number shall not exceed ten (10) shall be Honorary Members of the Club for that day.

(c) Honorary Members shall enjoy all the privileges of members of the Club save and except as follows :

(1) Honorary Members shall not be eligible to be elected as members of the Management Committee of the Club.

(2) Honorary Members shall not be entitled to vote on any issue.

(3) Honorary Members shall not be entitled to receive any notice required to be given to any Member.

(4) Honorary Members shall not be entitled to introduce visitors.

(d) Honorary Members shall not be required to pay any membership subscription.

PART V1

FORFEITURE OF MEMBERSHIP

1. Membership shall be forfeited :
 - (a) Through misappropriation of the Club property or funds.
 - (b) By misconduct on or off the field.
 - (c) In any other case deemed desirable by the Management Committee.
2. In all cases where a meeting is to be conducted to examine the forfeiture of membership, the relevant member shall be notified in writing ten (10) days beforehand of the time and place where such a meeting will be held.
3. Any Member who may have their membership forfeited by a Management Committee meeting shall have the right to present their case personally at the relevant meeting considering such action.
4. A Member of the Management Committee whose membership is the subject of the meeting regarding forfeiture is precluded from voting at that meeting in relation to whether their membership should be forfeited.
5. In all cases, membership shall only be forfeited by the unanimous decision of the management Committee.

PART V11

CLUB UNIFORM

1. The Club Uniform shall consist of the colours: green, gold and white in the design as decided by the Management Committee.

PART V111

ANNUAL GENERAL MEETING & SPECIAL GENERAL MEETINGS

1. The financial year of the Woodville Hockey Club Inc. shall close on 30th September in each and every year, and an Annual general Meeting shall be convened within sixty (60) days therefrom, and each Member shall receive Thirty (30) days notice of such meeting.
2. All other General meetings shall be deemed and called Special General Meetings.
3. The following business (hereinafter called Ordinary Annual Business) shall be transacted at the Annual General Meeting that is to say receiving and adopting the Annual Report, and the Statements of Accounts of the Club for the preceding year and adopting the Budget and election of Office Bearers and the election of Life Members if any.
4. In addition to the Ordinary Business, the Annual General Meeting may deal with such other business as any financial member shall submit to the Club by notice of motion in writing submitted Twenty One (21) days prior to the Annual General meeting.

3. The Chairperson may at his/her discretion or on a request from two (2) Members present call for a secret ballot to be taken.
4. A declaration by the Chairperson that a resolution has been carried or otherwise shall be final and binding and duly recorded in the Minutes of the Meeting, unless a motion be move and seconded that the Chairperson's ruling be disagreed with, when he/she shall vacate the chair in favour of any other member of the Woodville Hockey Club Management Committee or such person that the Management Committee shall appoint, until the motion is decided.
5. All resolutions passed at an Annual General Meeting or Special General Meeting shall be conclusive and binding on all members of the Club whether present or not at such Meeting, provided that such meeting is held in conformity with this Constitution.

PART X1

ELECTION OF OFFICE-BEARERS

1. The Office-bearers shall be Patron, Vice-Patrons (more than two), President, Secretary and Treasurer.
2. In addition to the Office-bearers except the Patron and Vice-Patrons, eight (8) other Members shall be elected to the Management Committee at the Annual General Meeting. The areas of responsibility may include :
 - (a) Risk Management – Insurance, Safety Audits, Policies.
 - (b) Facilities – Opening & Closing, Bar & Canteen Management, Cleaning.
 - (c) Grounds & Maintenance
 - (d) Coaching
 - (e) Junior Development
 - (f) Sponsorship & Grants
 - (g) Fundraising
 - (h) Social
3. Any person who is a paid employee of the Woodville Hockey Club Inc. is precluded from holding a position on the Management Committee whilst they are so employed by the Club.
4. The Honorary Auditor shall be elected at the Annual General Meeting.
5. Any vacancy for an Office-bearer or a member of management which occurs through non-election at the Annual General Meeting or by resignation or by termination of office during the Club year shall be filled by the Management , such an appointment being valid until the end of that Club year.
6. All Office-bearers shall retire annually. Office-bearers so retiring shall be eligible for re-election.
7. Any Management Committee member who is absent for three (3) consecutive meetings without giving good reason acceptable to the Management shall forfeit his/her position on the Committee. The vacancy thus created shall be filled by the Management Committee.

PART X11

MANAGEMENT OF WOODVILLE HOCKEY CLUB INC.

1. The management of the business and affairs of the Club shall be vested in the Management Committee in accordance with the Constitution.
2. The President, Secretary and Treasurer shall comprise the Executive to deal with urgent matters.
3. The Management Committee shall consist of:
 - (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) Eight (8) Committee Members as elected at the Annual General Meeting

PART X111

PROCEEDINGS, POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

1. The Management Committee shall meet within fourteen (14) days of the annual General Meeting and thereafter at least once a month and subject to this Constitution may regulate their own proceedings.
2. Six (6) Members at any Meeting duly convened shall constitute a quorum.
3. At all Management Meetings of the Club the chair shall be taken by the President, or in his/her absence by a Chairperson elected by the Committee Members from the Office-bearers present.
4. At all Management Meetings the Chairperson shall have a deliberative vote on any motion, and in the event that voting is equal the motion shall be lost.
5. The President, Secretary and Treasurer of the Club shall constitute an emergency meeting committee to deal with urgent business between meetings. Any action taken by an emergency meeting shall be reported to the Management Committee at the next meeting.
6. The conduct of a servant, Office-bearer or Member of the Club shall in no case be made a matter of personal reprimand by a Member. A Member shall complain of any inattention or misconduct by a servant, Office-bearer or member of the Club to the secretary of the Management Committee in writing. The complaint shall be dealt with by the Secretary or the Management Committee as soon as practicable.
7. The Management Committee shall cause Minutes to be regularly entered in books to be provided for the purpose, recording the proceedings of their meetings.
8. The Management may bring before a General meeting any matters which they consider material to the Woodville Hockey Club Inc. in any correspondence or negotiations with any person, authority or body.
9. The Management Committee shall draw up a Budget and recommend fees for approval by the Annual General Meeting. Players' fees shall consist of a total of two (2) parts, namely, a Club Fee and a Playing Fee, the division between these two being decided by the Management.

- 10.** The Management Committee shall have the power to form sub-committees for the purpose of securing a report or recommendation on any subject or event requiring special attention.
- 11.** The President and Secretary shall be ex-officio members of all sub-committees.
- 12.** All Committees shall make a report at each Management Meeting.
- 13.** The Management Committee shall arrange for all monies of the Woodville Hockey Club Inc. to be deposited in such Bank or Banks as they direct and shall cause proper records or books or accounts to be kept of all monies received and distributed.
- 14.** The funds of the Woodville Hockey Club Inc. shall be under the direct control of the Management and all accounts shall be submitted for approval or otherwise. The accounts so approved shall be initialled by the Chairperson.
- 15.** All Cheques drawn upon the Bank of the Woodville Hockey Club inc. shall be signed by any two (2) of the following :
 - (a)** President
 - (b)** secretary
 - (c)** Treasurer
 - (d)** Any other member of a Committee whom Management may appoint from time to time.
- 16.** The Secretary shall keep a record of all Woodville Hockey Club Inc. property and see that due care is taken of such property, records and the such-like.
- 17.** The financial year of the Club shall close on the 30th day of September in each an every year and the Management shall cause a duly audited Statement of accounts of the Club together with an Annual Report of the activities of the Club to be submitted for approval of the Annual General Meeting.
- 18.** The Management Committee shall have the power to :
 - (a)** Make decisions and inflict penalties and to establish By-laws which shall operate until the end of each current Club year and then automatically expire at the end of that time and be recorded in a special book kept for that purpose.
 - (b)** Deal with correspondence and matters of routine.
 - (c)** Appoint a member of the Management who shall be present at all sub-committee meetings.
 - (d)** Appoint delegates to the South Australian Hockey Association Inc. and direct such delegates as to how to vote on any matters on the agenda of the South Australian Hockey Association Inc. and shall authorise any motions submitted to the South Australian Hockey Association Inc.
 - (e)** Control all social activities of the Club.
 - (f)** Appoint captains of all Club teams.

(g) Appoint the Club coaches.

(h) Appoint any Club member who has been elected to the Management Committee of the South Australian Hockey Association Inc. to be an ex-officio member of the Clubs' Management Committee.

PART XIV

DUTIES OF HONORARY SECRETARY

1. The Honorary Secretary shall carry out all the directions of a General Meeting and (subject hereto) all direction of Special General Meetings and (subject hereto) all directions of Management meetings.
2. The Secretary shall, under and subject to any direction of the Management, have the right and duty to :
 - (a) Ensure all due compliance with the Constitution and rules.
 - (b) Duly call all General, Special and Management meetings when necessary.
 - (c) Keep minutes of all Annual General Meetings, Special General and Management Meetings.
 - (d) Prepare the Annual Report for submission to the Annual General Meeting.
 - (e) Deal with all incoming and outgoing correspondence.
 - (f) Be an ex-officio member of all sub-committees.
 - (g) Under the authority of the management Committee, the Secretary shall be responsible for the day to day administration of the Club.

The Club Secretary shall be the Public Officer of the Club.

PART XV

DUTIES OF THE HONORARY TREASURER

1. The Honorary Treasurer shall :
 - (a) Receive and give receipts for all monies paid to the Club.
 - (b) Bank all money received.
 - (c) Pay all authorised expenditure.
 - (d) Keep correct accounts and books showing the financial affairs of the Club.
 - (e) Prepare and submit total receipts and payments at Management Meetings.
 - (f) Submit at Annual General Meeting the Balance Sheet and Statement of Accounts for the preceding year, after the Balance Sheet has been duly audited.

PART XV1

DUTIES OF HONORARY AUDITOR

1. The Honorary Auditor shall audit the Books of accounts of the Woodville Hockey Club Incorporated and certify to their correctness or otherwise.

PART XV11

ALTERATION TO THE CONSTITUTION

1. No addition, amendment or deletion shall be made to the Constitution without :
 - (a) Notice of Motion giving particulars in writing of the proposed addition, amendment to, or deletion from the Constitution being made, shall be given to the Honorary Secretary at least Twenty One (21) days prior to an Annual General Meeting or Special General Meeting called for such purpose.
 - (b) The sanction of at least two-thirds of the Members present at such Annual General Meeting or Special General Meeting.
2. The Management shall in the case of the Annual General meeting cause a notice to be issued to each Member at least Fourteen (14) days before the Annual General Meeting setting forth the proposed motion, and in the case of a Special General Meeting the Members shall be notified of the proposed motion in the notice to be issued to convene the Special General Meeting.
3. Any addition or amendment to, or deletion from the Constitution carried by Members at an Annual General meeting or Special General Meeting shall be binding on all Members and duly circularised to all Members, whether present at that meeting or not.

PART XV111

DISSOLUTION

1. In the event of Members at a Special General Meeting called for the purpose of passing a resolution with a three-quarter majority that the Woodville Hockey Club Inc. be dissolved, the effects and property of the Woodville Hockey Club Inc. after being realised and after the discharge of liabilities, shall be given to any incorporated body with similar ideals, or to a charity, which are non-profit organisations.

PART X1X

COMMON SEAL

1. The Woodville Hockey Club Inc. shall provide a Common Seal with the name of Woodville Hockey Club Inc. inscribed thereon, and shall provide for the safe custody thereof and it shall not be used except by the authority of the Management.
2. Every deed or instrument to which the seal is required to be affixed shall be signed by the President and the Public Officer.

PART XX

HONORARIUMS

1. The Management Committee may grant honorariums to any officers of the Club provided that notice of intention to submit a motion to grant such honorarium has been given at the previous meeting of the Management. Such motion shall not be passed with or without amendment except by a majority of at least three-fourths of those present and who by their classes of membership have voting rights. Such honorariums shall be approved at the Annual General Meeting or Special General Meeting called for such purpose.