

# **RULES OF THE TAKAPUNA HOCKEY CLUB INC**

## **1. NAME**

The name of the club shall be TAKAPUNA HOCKEY CLUB INCORPORATED (hereinafter referred to as “the club”).

## **2. INTERPRETATION**

Any case not provided for in these rules, or any question arising as to their interpretation, shall be decided by the Executive Committee.

## **3. OBJECTS**

The objects for which the Club is established are: -

- a. To promote, enter and maintain teams in the amateur competition held by the North Harbour Hockey Association Incorporated;
- b. To instruct, coach, promote, foster and play the amateur game of hockey;
- c. To adopt such means of making known the objects of the club as may seem expedient.
- d. To do all such other lawful things as are incidental or conducive to the attainment of the above objects.

## **4. CLUB COLOURS**

The club colours shall be combinations of green, black, yellow and white, unless modified by the circumstances of the club.

## **5. REGISTERED OFFICE**

The registered office of the Club shall be at the address of the current Secretary or at any other place as the Committee may from time to time decide.

## **6. MEMBERSHIP**

### ***a. Membership***

- i. The club shall consist of an unlimited number of members, both male and female.
- ii. Membership shall consist of persons who play, umpire, administer, coach or support in some other way the game of hockey, including life members, honorary members and all financial members.

**b. *Playing Members***

- i. People may apply to become members by filling in an application form, returned to the secretary of the club (or another officer of the club).
- ii. The committee shall approve membership.
- iii. Members pay an annual subscription fee as determined by the Committee.

**c. *Non Playing Membership/Associate Member***

Non-playing persons may attain membership of the club and be entitled to voting and all other rights of ordinary membership upon payment of a subscription as set by the Executive Committee.

**d. *Honorary Membership***

Honorary Members may be elected at any Annual General Meeting of the Club by a majority vote in recognition of valuable contributions made by those persons to the Club. Honorary Members shall have no voting rights (unless the Honorary Member is elected as an officer of the Club, then the voting rights attached to the position are recognised) and shall not be liable to pay an annual subscription.

**e. *Life Membership***

- i. A Life member may be elected if they are proposed a financial club member at any Annual General Meeting of the club and elected by a majority of votes of the members present.
- ii. Life membership shall be awarded only for long and outstanding service to the Club or to the game, and no monetary payment or donation to the Clubs funds shall be regarded as any consideration whatsoever.
- iii. Life members, unless elected as an officer of the club, shall have no voting rights at Executive level and shall not be liable to pay an annual subscription (unless a playing member), but shall be entitled to all the privileges of ordinary membership of the club.

**f. *Cessation of Membership***

- i. A member shall cease to be a member of the club in any of the events:

- ii. If, having paid the current years and all previous years subscriptions, by voluntary resignation in writing addressed to the secretary;
- iii. If having failed to pay the subscriptions in full after the date appointed for payment set by the committee, there membership will be removed;
- iv. If the member is expelled from membership by a two-third majority resolution of the committee due to misconduct or any other reason deemed by the Executive Committee to be sufficient.
- v. The authority to expel shall be exercised by the Executive Committee, but the person expelled shall have the right of appeal to a Special General Meeting.

## **7. REGISTER OF MEMBERS**

The club shall keep a register of its members containing the names, addresses and telephone numbers of those members.

## **8. OFFICERS**

The officers of the club shall be:

President  
Vice President  
Chairperson  
Secretary  
Treasurer  
Club Captain(s)

- a. All or any of the officers may at any time be removed and new officers be elected at any General Meeting of the Club called for that purpose.
- b. The President and Vice President shall be elected by majority vote of the financial members present at the Annual General Meeting.
- c. The Chairperson, Club Captain(s), Secretary and Treasurer shall be elected by majority vote of the financial members present at the Annual General Meeting. These people shall form part of the Executive Committee.

## 9. EXECUTIVE COMMITTEE

An Executive Committee consisting of at least nine people (including the chairperson, secretary and treasurer) and not exceeding 12 people, and shall be elected by majority vote at each Annual General Meeting.

The management of the club is vested in the Committee. The Executive Committee shall have the power to control and manage the business affairs and expend funds of the Club.

## 10. AUDITOR

The Honorary Auditor shall be appointed by the members at each Annual General Meeting. They will not hold office in the Club. The auditor shall be eligible for re election each year.

## 11. DUTIES OF OFFICERS

### **a. Chairperson**

The chairperson shall be responsible for:

- i. carrying out the policy and decisions of the club and the committee;
- ii. be the official spokesperson on all matters pertaining to the club;
- iii. preside over all meetings of the Club both General Meetings and Committee Meetings prepare and submit to the Annual General Meeting each year a report on the Clubs activities over the preceding year;
- iv. perform other tasks from time to time that at committee or Club may require.

### **b. Secretary**

The Secretary shall

- i. Attend all meetings of the Club and Executive Committee and keep minutes of the proceedings;
- ii. Receive all communications of the club, distributing these as required;
- iii. Issue notification of meetings to required committees and members
- iv. Keep a register of the names and addresses of all members of the club
- v. Do such other acts as the committee may from time to time require
- vi. They shall, upon ceasing to hold office, deliver to their successor all books, papers, documents, writings and all property belonging to the club in their custody within seven days.

**c. Treasurer**

The Treasurer shall

- i. Collect and account for all subscriptions and all other monies due to the club
- ii. Settle all liabilities contracted by the club passed by the committee
- iii. Keep the clubs books of account and prepare the necessary financial accounts and statements.
- iv. Present a financial statement at each executive committee meeting
- v. Do such other acts as the committee may from time to time require.
- vi. They shall, upon ceasing to hold office, deliver to their successor all books, papers, documents, writings and all property belonging to the club in their custody within seven days.

**d. Executive Committee**

- i. The Executive Committee shall have power to fill vacancies that may occur on the Executive Committee.
- ii. The Executive Committee shall have authority to delegate any of its power to sub committees, each of which shall not have fewer than three members.
- iii. The Executive Committee shall have authority to co opt any person or persons for such time and for such purposes as it thinks fit. No such co opted person or persons shall have the right to vote at Executive Committee meetings.
- iv. The Executive Committee shall appoint team selectors, coaches and managers in such numbers as it thinks fit, such appointees to be responsible to the Executive Committee.

**e. Other Club Roles**

The description and responsibilities of other Club roles are as follows:

a. Club Captain(s)

The Club Captain(s) aids the organisation of the Club, maintains positive relations amongst club members, and helps to promote the Club. This includes mentoring, and providing feedback to the Committee. The Club Captain(s) cannot make representations on behalf of the Club without prior consultation with the Committee.

## 12. MEETINGS

### *a. General Meetings*

- i. A General Meeting of the club shall be held once in every calendar year, within three months of the end of the financial year.
- ii. All other general meetings shall be called Special General Meetings.
- iii. The business of the Annual General Meeting shall be:
  - i. To receive the annual report of the chairperson
  - i. To receive the annual financial statements of the club
  - ii. To elect the officers and the executive committee and the auditor for the ensuing year
  - iii. To consider any other business of which 14 days notice in writing has been given to the secretary prior to the commencement of the Annual General Meeting.
- iv. Written notice of the meeting detailing its date, time, venue and agenda shall be communicated to all members at least 21 days before the date of the meeting.
- v. In the event that insufficient written nominations for elected positions are received prior to a meeting, then nominations will be accepted from the floor.
- vi. Special General Meetings of the Club may be convened by direction of the Chairperson, Executive Committee or on the requisition of seven members. Such requests shall be in writing, set forth the business for which the meeting is required, and be handed to the Secretary, who shall call the meeting within 7 days of receiving such requisition.
- vii. At all General Meetings, the Chairperson shall preside. If this officer is absent, a chairperson to be nominated from members of the committee by the persons present at the meeting.
- viii. No business shall be transacted at any meeting unless a quorum is present at the commencement of such meeting. Such quorum shall be 20 members.
- ix. If within half an hour from the time appointed for the meeting a quorum of members is not present, the

meeting if convened up the requisition of members shall be dissolved. In any other case, it shall stand adjourned to some convenient time and place to be determined by a simple majority of the members then present and if at such adjourned meeting a quorum of members is not present, the members then present shall constitute a quorum.

**b. Executive Committee Meetings**

- i. The Executive Committee shall meet at such times as may be deemed necessary for the transaction of the general business of the Club.
- ii. The Chairman or any two members of the Executive Committee shall have authority at all times to instruct the Secretary to call a meeting.. Seven days notice is required for this.
- iii. The quorum necessary for an Executive Committee meeting shall be seven members.
- iv. The committee may delegate any of its powers to sub committees consisting of such numbers as deemed fit.

**iv. NOTICE**

Notice shall be deemed to be duly served on a member if forwarded to his/her last known address by ordinary post, or by the means of communication generally used to communicate with that member.

**iv. VOTING**

Only financial club members may vote at club meetings. The mode of voting at all meetings shall be by open voting, show of hands or by ballot, as the meeting shall deem most suitable. The vote of the majority shall rule. At all General and Executive Committee meetings the Chairperson shall have a deliberative as well as a casting vote.

**iv. FINANCES**

**a. Accounts**

- i. The financial year of the club shall end on the last day of September each year and the committee has the power to close the books at an earlier date to enable a balance sheet to be presented at the Annual General Meeting.

- ii. The accounts of the Club shall be kept at such bank as the Executive Committee shall from time to time decide. The accounts shall be operated on by three authorised by the executive Committee for such purposes. All cheques and withdrawals are to have two authorised signatures.
- iii. The control and investment of all funds shall be in the hands of the Executive Committee, subject always to any direction that may be 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.
- iv. The club shall keep proper books of account which shall reflect a true and complete account of the affairs of the assets and transactions of the club.
- v. At the close of each financial year the club will deliver to the Registrar in such form and at such time as required, the statement of financial position (assets and liabilities) and statement of financial performance (income and expenditure) of the club for the financial year.
- vi. The said statements shall be accompanied by a signed certificate authorised by the committee to effect the submission of the statements by the members.
- vii. The Club may borrow money only in accordance with a resolution of a General Meeting of the Club.

***b. Annual. Subscriptions***

- i. The annual subscription payable will be determined by the Committee prior to the commencement of the season and are payable by the given date set by the committee.
- ii. The committee shall have authority to remit the whole or any part of any subscriptions or to allow time for payment thereof. At its discretion, the Committee shall have authority to impose a late payment fee and/or debar members from playing/voting should subscriptions not be paid by the promulgated dates.

***c. Misconduct of Members***

If representations be made to the Committee that the conduct of any member is injurious to the character and interest of the Club a special meeting of the Committee shall be summoned to



inquire into the matter. Should the Committee deem it necessary, they may request the member to attend a meeting, due notice of which shall be furnished to the member, and on receipt of such notice it shall be obligatory for the member so notified to appear before the Committee. If the Committee consider the circumstances warrant such action, they are empowered to suspend the member upon a majority vote of two-thirds of those present.

***d. Personal Benefit***

Notwithstanding anything expressed or implied in these rules, the activities of the Club shall not be carried on for the personal pecuniary profit or benefit of any member or individual or associated person.

***f. Payment to Members***

- i. No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.
- ii. Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value).

**16. CLUB TROPHIES**

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

**17. ALTERATIONS TO RULES**

No alteration or addition to, or recession of, these rules shall be made except by consent of the majority at a General Meeting. Notices of such proposed modifications shall be given in writing to the Secretary at least 14 days before the Annual General Meeting, or at least 7 days before a Special General Meeting at which it is intended to propose such modification. The proposed modification is to be stated in the notice.

No addition to, or alteration or deletion of the amateur sports objects, Personal Benefit clause, Payments to Members clause or the Winding Up clause shall be made without the approval of the Inland Revenue Department (or its statutory successor in the approval of amateur sports promoters).

The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any documents replacing this document.

iv. **WINDING UP**

The club may be wound up voluntarily if, at a general meeting of its members passes a resolution requiring the club so to be wound up, and the resolution is confirmed at a subsequent general meeting called together for that purpose and held not earlier than 30 days after the date of which the resolution so to be confirmed was passed.

If upon the winding up or dissolution of the club there remains after the satisfaction of all costs and debts and liabilities, any assets whatsoever, the said assets shall not be paid to or distributed among the members of the club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the club, and which shall prohibit the distribution of its or their income amount its or their members to an extent at least as great as is imposed on this club such institution or institutions to be determined by the members of the club at or before the time of dissolution or in default thereof, by a Judge of the High Court of New Zealand or in the absence of any institution, then to such public charity or public charities as the said Judge may determine.