

# ST. PATRICK'S HOCKEY CLUB



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# **RULES OF ST. PATRICK'S HOCKEY CLUB INCORPORATED**

## **1. Title**

The Association shall be called "St. Patrick's Hockey Club Incorporated".

## **2. Interpretations and Definitions**

In these rules, the following definitions will apply unless the contrary appears.

- a. "The unincorporated Club" shall mean an unincorporated Club known as "St. Patrick's Hockey Club".
- b. "The Executive" shall mean the Executive Committee of The Club as constituted by these rules.
- c. "President" shall mean the officer of The Club from time to time appointed by members of The Club in general meeting as hereinafter provided to perform the duties of President and shall include any acting President, and any substitute for the time being of the President.
- d. "Vice-President" shall mean the officer of The Club from time to time appointed by members of The Club in general meeting as hereinafter provided to perform the duties of Vice-President and shall include any acting Vice-President, and any substitute for the time being of the Vice-President.
- e. "Secretary" shall mean the officer of The Club from time to time appointed by members of The Club in general meeting as hereinafter provided to perform the duties of Secretary of The Club and shall include any acting Secretary, and any substitute for the time being of the Club Secretary.
- f. "Treasurer" shall mean the officer of The Club from time to time appointed by members of The Club in general meeting as hereinafter provided to perform the duties of Treasurer of The Club and shall include any acting Treasurer, and any substitute for the time being of the Club Treasurer.
- g. "The Finance Committee" shall mean the Finance Committee of The Club as constituted by these rules.
- h. "Patron" shall mean the Patron of The Club as constituted by these rules.
- i. "The Selection Committee" and "Competition Committee" shall mean the Selection Committee and Competition Committee of The Club as constituted by these rules.
- j. "The Social Committee" shall mean the Social Committee as constituted by these rules.

- k. "Member" shall mean a member of The Club who is annually financial in accordance with these rules and has paid all fees and levies determined by the Executive and/or The Club in general meeting.
- l. "Student" shall mean a member of The Club who is a full-time student.
- m. "Social Member" shall mean a member of The Club who does not play Hockey regularly.
- n. "Life Member" shall mean a member of The Club upon whom Life Membership has been conferred in accordance with these Rules. It shall also include life members of the unincorporated Club.
- o. "Associate Club" shall mean any club or association, whether incorporated or not incorporated, whether involved in the sport of field hockey or not, with whom the Executive may associate The Club.
- p. "Emblem" shall be the emblem of The Club and shall be a three-leaf shamrock with stem.
- q. "Field Hockey" shall include field hockey, indoor hockey and any derivative of field hockey.
- r. Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, electronic distribution, social media, postage and other modes of representing and distributing words and images in a visible form.
- s. Words referring to the male gender shall include the female gender and vice-versa.
- t. Words importing the singular shall include the plural number and vice-versa. Words importing persons shall include incorporations. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation Ordinance 1937-1962 in force at the date these rules were initially adopted by The Club and any subsequent amendments to the Ordinance.

### **3. Registered Office**

The registered office of The Club shall be within the Australian Capital Territory.

### **4. Objects and Purposes of The Club**

- a. To promote, encourage, foster, develop and extend the sport of field hockey.
- b. To co-ordinate, encourage, assist and support field hockey activities.
- c. To obtain, develop and maintain playing fields, equipment and facilities for field hockey.
- d. To affiliate and co-operate with any other organisation whose objects are altogether or, in part, similar to those of The Club.

- e. To participate in meetings, competitions, matches and carnivals arranged by affiliated bodies whose objects are altogether or, in part, similar to those of The Club.
- f. To establish, maintain and conduct a social club (with or without a licence to supply spirituous and fermented liquors) for the accommodation of the members of The Club and such other members as the Executive may approve and their guests and generally to afford them all the usual privileges, advantages, conveniences and accommodation of a club.
- g. The management of such social club facilities will be in compliance with all associated acts and regulations in place from time to time.

## **5. Additional to the Objects and Purposes of The Club**

- a. To acquire by purchase, lease or otherwise any real or personal property of any description and any estate or interest in any such property and any rights over or connected with any such property and to build or otherwise provide club houses, club rooms and conveniences whatsoever which may be necessary or convenient for the purposes of The Club and to furnish, alter, enlarge, repair and maintain any club houses, club rooms, buildings and conveniences, and to permit the same to be used by members and others either gratuitously or for payment.
- b. To manage, improve, develop and maintain all or any part of the lands and buildings of The Club and to demise, sublet, exchange, dispose of or otherwise deal with the same, either together or in portions for such considerations as the Executive may think fit.
- c. The buying, selling and supplying of and dealing in goods of all kinds.
- d. The construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of The Club.
- e. The accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of The Club.
- f. The taking of such steps from time to time as the Executive or members in general meeting deem expedient for the purposes of procuring contributions to the funds of The Club whether by way of donations, subscriptions or otherwise.
- g. The printing and publishing of such newspapers, periodicals, books, leaflets or other document as the Executive or members in general meeting may think desirable for the promotion of the objects and purposes of The Club.
- h. The borrowing and raising of money in such manner and on such terms as the Executive may think fit or as may be approved or directed by resolution passed at a general meeting, and securing the repayments of money so raised or borrowed or the payment of a debt or liability of The Club by giving mortgages, charges or securities upon or over all or any of the real or personal property of The Club.
- i. Subject to the provision of the Trustee Ordinance 1968 and any subsequent amendments, the investment of any moneys of The Club not immediately required for any of its objects or purposes in such manner as the Executive may from time to time determine.

- j. The making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936 - 1965 of the Commonwealth and any subsequent amendments relates.
- k. To appoint and employ any persons considered necessary for the purposes of The Club and to pay them salaries, gratuities or pensions, and to suspend, remove or dismiss any persons so employed and to remunerate other persons for services rendered to The Club.
- l. The establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of The Club and their dependents, and the granting of pensions, allowances or other benefits to servants or past servants of The Club and their dependents, and the making of payments towards insurance in relation to any of those purposes.
- m. In addition to the objects outlined in Rule 4, to promote, hold and control, either alone or jointly with any other association, club or persons, meetings, competitions and matches for the players or any sports or pastimes and to offer, give or contribute towards prizes, medals and awards therefore and to promote, give or support dinners, balls, concerts and other entertainments to better ensure healthy recreation and social interaction and good fellowship in such manner and to such extent as may be deemed expedient.
- n. The establishment and support, or aiding in the establishment and support, of any other association or club formed for any of the basic objects of The Club.
- o. To enter into any arrangements for union or interest, co-operation, reciprocal concession or otherwise with any company, association or club, whether incorporated or not, carrying on or engaged in any business or transaction capable of being conducted to directly or indirectly benefit The Club, or having objects similar, or in part similar, to the objects of The Club.
- p. To invest and deal with the moneys of The Club not immediately required in such manner as the Executive may from time to time determine.
- q. To draw, make, accept, endorse, execute and issue cheques, promissory notes, bills of exchange, debentures and other negotiable or transferable instruments.
- r. To apply for and obtain any Act, Ordinance or sanction of Parliament for enabling The Club to carry any of its objects into effect or for effecting any modifications or alterations in its objects.
- s. Subject to the requirements of Rule 10, to pay any person in cash or otherwise for services rendered, or to be rendered in relation to the establishment of The Club or in or about the conduct of the business of The Club.
- t. To insure and keep insured any insurable property of The Club against loss or damage by fire or otherwise and to insure and keep insured any servants of The Club against risk, accident or breach of fidelity in the course of their employment by The Club and to effect insurances for the purpose of indemnifying The Club in respect of claims by reason of any risk, accident or breach of fidelity and to pay premiums on any such insurance and generally to insure against losses, damage, risks, accident and liabilities of all kinds which may affect The Club.

- u. The doing of all such other lawful things as are incidental or conducive to the attainment of the objects of The Club as are necessary for the progress, development or welfare of The Club.

## **6. Annual General Meeting and General Meetings**

- a. The Annual General Meeting of The Club shall be held at such place and such time not later than the last day of February in each Club financial year as the Executive shall determine and at least fourteen (14) days notice of the time and place appointed shall be notified in writing to members.
- b. Notice of the Annual and General Meetings of The Club will be advertised via social media, The Club website and by email to members. It is the responsibility of members who do not have access to various electronic services to contact the Secretary to arrange for notices to be delivered by post.
- c. A general meeting of The Club will be held as considered necessary by the Executive.
- d. Any member who wishes to call a general meeting must serve notice in writing of his requirement on the Secretary. Such a notice must be signed by at least twenty percent (20%) of members at that time. On receipt of the notice, the Executive must call a general meeting within fourteen (14) days. If, at the end of fourteen (14) days, the Executive has failed to comply with this provision, the member who gave the notice to the Secretary may call a general meeting himself. If there is no quorum thirty minutes after the starting time, the meeting will lapse.
- e. Notification of the Annual General Meeting, a general meeting or a notification by a member to the Secretary requesting a general meeting, shall include an agenda of business of the meeting.
- f. The President or, in his absence, the Vice-President, shall act as Chairman at a general meeting of The Club and should the President and the Vice-President be absent or unwilling to act, those present and entitled to vote shall elect a Chairman.
- g. Each member shall be entitled to one vote provided that the member has paid all moneys due and payable to The Club. Proxy votes will be accepted.
- h. The election of officers or committees will be by the system of preferential voting.
- i. Voting at all general meetings except upon the election of officers or committees, shall be by a show of hands which shall be conclusive in the declaration of the result by the Chairman unless a vote by ballot or division be immediately demanded by not less than two persons entitled to vote.

- j. The presence of fifteen (15) of those entitled to be present and to vote shall form a quorum of any general meeting. If there is no quorum thirty minutes after the starting time of the meeting as notified to members, the meeting shall be closed and recalled in twenty-one (21) days where those present and entitled to vote shall form a quorum.
- k. The business of the Annual General Meeting shall include the following.
- President's address
  - Apologies
  - Minutes
  - Annual Report and Audited Financial Statements
  - Election of Office Bearers
  - Correspondence
  - Consideration of Rules of The Club
  - Election of Life Member(s) if a nomination or nominations received
  - Motions of which due notice has been given
  - General Business
- l. Notice of Motion involving or affecting any matter of principle or policy of The Club shall be given to the Secretary not later than fourteen (14) days before the time appointed for the opening of the Annual General Meeting.
- m. The Annual General Meeting of The Club shall appoint a returning officer whose sole duty shall be the conduct of the election of officers as set out in Rule 7 of these Rules. The returning officer is to be responsible for the conduct of all ballots for such positions. The returning officer shall not have the right to vote in any elections under Rule 7.
- n. Those elected at the Annual General Meeting or appointed by the Executive shall hold those positions until the next Annual General Meeting.
- o. Expressions of interest may be sought at the Annual General Meeting from those interested in filling positions on any or all committees appointed by the Executive as described in Rule 7.



## 7. Officers of The Club

Elections for the following positions shall be conducted at the Annual General Meeting

President  
Secretary  
Treasurer

Patron or patrons	Maximum to be two
Vice-Presidents	Maximum of ten
Finance Committee	Minimum of five excluding members of the Executive
Social Committee	Minimum number of five
Property Officer	Minimum of one

The Executive may appoint one of the Vice-Presidents to represent each of the Competition Committees if required.

Elections for the positions carrying out the following functions are not conducted at the Annual General Meeting

Competition Committee(s)	<b>Appointed by the Executive.</b> One per competition entered by The Club.  Each Competition Committee is to carry out the following functions. - Competition Secretary - Assistant Secretary - Treasurer - Assistant Treasurer
Selection Committee (s)	<b>Appointed by the Executive.</b> Minimum of 3 and a maximum of 5 members in each competition entered by The Club. The coach of the highest graded team in each competition is automatically elected.
Coaches	<b>Appointed by the Executive.</b> A maximum of one per team fielded by The Club.

The provision of sub-rules a (i) and a (ii) of Rule 8 so far as they are applicable and with the necessary modifications, apply to the election of persons to any of the offices mentioned in this Rule.

Each officer of The Club shall hold office until the end of the annual general meeting next after the date of his election and is eligible for re-election.

In the event of a casual vacancy in any office, the Executive may appoint one of its members or a member of The Club to the vacant office. The member so appointed may continue in office up to and including the end of the annual general meeting next following the date of his appointment.

## **8. Election of officers**

- a. Nominations of candidates for election as officers of The Club
  - i. shall be made in writing signed by two members of The Club and accompanied by the written consent of the candidate which may be on the form of nomination and
  - ii. shall be delivered to the Public Officer of The Club at least ten days before the date fixed for the holding of the annual general meeting. Upon request, the chairman of the meeting may or may not accept further nominations from the floor of the meeting for position(s) for which more nominations have been received than there are positions available.
- b. If insufficient nominations are received to fill all the vacancies of committees, the candidates nominated are deemed to be elected and further nominations shall be received at the annual general meeting.
- c. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- d. If the number of nominations exceeds the number of vacancies, a ballot shall be held.

## **9. Vacation of Office**

For the purpose of these rules, an office of The Club, including the Public Officer, becomes vacant if the Officer

- a. dies;
- b. becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors;
- c. becomes of unsound mind;
- d. resigns his office by writing under his hand addressed to the Executive;
- e. in the case of the Public Officer, ceases to be a resident of the Australian Capital Territory;
- f. fails, without leave of the Executive, to attend seventy-five percent of meetings of the Executive;
- g. ceases to be a member of The Club;
- h. is guilty of an offence under Rule 22 of these rules.

## **10. Application of Property and Income**

a. The income and property of The Club, however derived, shall be applied solely towards the promotion of the objects and purposes of The Club and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise to any member of The Club.

b. The Club shall not

- i. appoint a person who is a member of the Executive to any office in the gift of The Club to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
- ii. pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).

c. Nothing in the foregoing provisions of this Rule prevents the payment in good faith to a servant or member of The Club of

- i. remuneration in return for services actually rendered to The Club by the servant or member or for goods supplied to The Club by the servant or member in the ordinary course of business;
- ii. interest at a rate not exceeding the maximum bank deposit interest rate permitted by the Reserve Bank on moneys lent to The Club by the servant or member; or
- iii. a reasonable and proper sum by way of rent for premises let to The Club by the servant or member.

## **11. Powers of the Executive**

Subject to this Constitution and to the directions given by resolution of the Annual General Meeting, the Executive shall be the governing body of The Club and shall have power to do all such acts and things as may be incidental or conducive to the attainment of any of the objects or purposes of The Club and without prejudice to the generality of the foregoing, the Executive may

- a. delegate to any sub-committee or Board any matter for decision, action, control, negotiation, investigation and report;
- b. appoint, remove and prescribe the duties of such officers as it thinks fit;
- c. subject to the requirements of Rule 10, enter into and make agreements and employ persons on such terms as it deems proper;
- d. acquire, manage, deal with and dispose of any property;
- e. set membership fees and levies;
- f. invest and deal with any moneys of The Club and vary and realise any investment;
- g. borrow money and give security over any property;
- h. make, vary or repeal regulations or by-laws not inconsistent with this Constitution

prescribing any matters necessary or convenient to be prescribed for giving effect to this Constitution and/or any of its objects PROVIDED THAT no such by-law or regulation shall be effective until fourteen (14) days after the date of issue of a copy thereof to members;

- i. by resolution, declare that the place of any member on any committee has become vacant.

## **12. Meetings of the Executive**

- a. The Executive shall meet at least bi-monthly at such place and at such times as the Executive may determine.
- b. Special meetings of the Executive may be convened by the President or any of its members.
- c. Notice shall be given to members of the Executive of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- d. Three (3) members of the Executive constitute a quorum for the transaction of the business of meetings of the Executive.
- e. No business shall be transacted unless a quorum is present, and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.
- f. At a meeting of the Executive, the Chairman shall be the President.
- g. The agenda shall include minutes of the previous meeting, reports from the Secretary and Treasurer and any general business associated with the effective management of The Club.
- h. Questions arising at meetings of the Executive or of any sub-committee appointed by the Executive shall be on a show of hands or, if demanded by a member, a poll taken in such manner as the person presiding at the meeting may determine.
- i. Each member present at a meeting of the Executive (including the person presiding at the meeting) is entitled to one vote.
- j. Verbal notice of each meeting of the Executive shall be given to each member of the Executive by contacting him at a reasonable time before the meeting or by writing to him at his usual or last known address or place of abode in time to reach him in due course before the date of the meeting.
- k. Any proposal or resolution in writing signed by a majority of the members for the time being of the Executive shall take effect in all respects as if it had been a resolution passed at a meeting of the Executive duly convened and held.
- l. The Executive may invite members of The Club to its meetings if and as required.

### **13. Disclosure of Interest in Contracts**

- a. A member of the Executive who has an interest in any contract or arrangement made or proposed to be made with The Club shall disclose his interest at the first meeting of the Executive at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the Executive after the acquisition of his interest.
- b. If a member of the Executive becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the Executive after he becomes interested.
- c. No member of the Executive shall vote as a member of the Executive in respect of any contract or arrangement in which he has an interest and, if he does vote, his vote shall not be counted.

### **14. Committees and Sub-committees**

- a. The Executive may at any time appoint a committee or sub-committee from the Executive as it may think fit and shall prescribe the powers and functions thereof.
- b. The Executive may co-opt as members of a committee or sub-committee such persons as it thinks fit, whether the persons are members of The Club or not, but a person so co-opted is not entitled to vote.
- c. Three appointed members of a committee or sub-committee constitute a quorum at a meeting.
- d. The Secretary of The Club is responsible for calling meetings of each committee and sub-committee. This responsibility can be delegated to the Chair of each committee and sub-committee.
- e. Verbal notice of each committee and sub-committee meeting shall be given to each member by contacting him at a reasonable time before the meeting or by writing to him at his usual or last known address or place of abode in time to reach him in due course before the date of the meeting.
- f. The Executive may prepare documents setting out guidelines for the roles and responsibilities of the positions within The Club. As it likely that these documents could be the subject to frequent update and amendment, they are seen to be in addition to the rules of The Club. These documents may be created, varied or rescinded at any time without the need to vary the rules of The Club.

## 15. Duties – Executive Committee and Competition Committees

### a. President

The President is the senior elected member of The Club and will preside at the Annual General Meeting, General Meetings, Executive Meetings and meet with associated organisations as required from time to time.

### b. Secretary

- i. The Secretary shall be the administrative officer of The Club and in addition to any special duties imposed upon him by the Executive he shall keep proper books of The Club and shall be responsible for the official correspondence of The Club.
- ii. The Secretary will take the minutes at all general meetings and Executive meetings.
- iii. The Secretary shall be allowed a petty cash advance as and when required, the amount to be approved from time to time by the Executive.
- iv. The Secretary will maintain a register of Club members including appropriate contact details.
- v. Should the Secretary be a salaried officer, he would undertake the duties of Secretary/Treasurer.

### c. Treasurer

- i. The Treasurer shall keep proper books of account including a cash book and ledger of The Club and shall produce the same together with bank pass books and financial institution records of The Club at all meetings of the Executive.
- ii. The Treasurer shall make the books of The Club available to the Auditor appointed by The Club not later than the end of the second week of October in each year and upon occasions whenever required so to do by the Executive committee or the Auditor.
- iii. The Treasurer shall issue receipts for all moneys received by him and shall keep a duplicate of every receipt.
- iv. The Treasurer shall bank all moneys received by him to the credit of The Club, at its bank or financial institution, and all moneys received upon trust shall be banked into a separate trust account.

### d. Competition Secretary

- i. The Competition Secretary shall receive team selections from the selection committee from time to time.
- ii. The Competition Secretary shall advise players of their playing venue each week.
- iii. The Competition Secretary shall make necessary arrangements to obtain approval any players requiring clearance to a lower grade.
- iv. The Competition Secretary shall attend to such other duties as may be directed by the Executive.

### e. Assistant Secretary

- i. The Assistant Secretary shall arrange umpires when The Club is required to provide same.
- ii. The Assistant Secretary shall attend to such other duties as may be directed by the Executive.

**f. Treasurer and Assistant Treasurer**

- i. Each Treasurer and Assistant Treasurer shall collect any fees or levies or moneys payable by members to be a member of The Club. An interim receipt shall be issued and the fees or levies or moneys paid to the Treasurer without undue delay.
- ii. The Executive may establish separate accounts for each competition entered into by The Club. Should a separate account be established, the Competition Committee Treasurer shall provide the Executive with a monthly statement reflecting the state of any account. All accounts are to be included in the annual audit.
- iii. The Treasurer and Assistant Treasurer shall attend to such other duties as may be directed by the Executive.

**16. Duties – Other**

**a. The Finance Committee**

- i. The Finance Committee shall consist of the Secretary, Treasurer and members elected at an Annual General Meeting.
- ii. The Finance Committee shall be responsible for the conducting of all lotteries, raffles, competitions and other fund-raising activities which have prior approval of the Executive.

**b. The Selection Committee**

- i. The Selection Committee shall be appointed by the Executive following the Annual General Meeting of The Club.
- ii. Upon appointment, the members of the committee shall select one of their members as chairman.
- iii. The chairman shall provide the Competition Secretary with the selected teams prior to matches in sufficient time to allow players to be informed. This time may vary if required by match schedules.

**17. Accounts of Receipts, Expenditure and Records**

**a. True accounts shall be kept**

- i. of all sums of money received and expended by The Club and the manner in which the receipt or expenditure takes place; and,
  - ii. of the property, credits and liabilities of The Club, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by The Club for the time being, these accounts shall be open to inspection by members of The Club as described in sub-rule d. of this rule.
- b. The Treasurer of The Club shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of The Club in such form and manner as the Executive may direct.**
- c. The accounts, books and records referred to in sub-rules (a) and (b) of this Rule shall be kept at The Club's office or at such other place as the Executive may decide.**

- d. A member of The Club may inspect any books or documents of The Club by providing the Secretary of two weeks written notice of his request. This notice is to be countersigned by two members of The Club and is to include a reason for the request.
- e. Should the request not be met, the member may call a special general meeting under Rule 6d of these rules.

## **18. Banking and Finance**

- a. The Treasurer of The Club shall, on behalf of The Club, receive all moneys paid to The Club and forthwith after the receipt thereof issue an official receipt therefor.
- b. The Executive Committee shall cause to be opened with such financial institution as the Executive Committee selects an account in the name of The Club into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof provided however that the Executive may continue to operate an account already opened in the name of The Club.
- c. The signatories of this account shall be the President, the Secretary and the Treasurer of The Club with any two of the three to operate the account. The Executive may delegate authority to members of Competition Committees to operate accounts.
- d. Should the Secretary be a salaried officer, a Club member appointed by the Executive shall be the third signatory with any two of the three to operate the account.
- e. The Executive may receive from The Club's financial institution for the time being the cheques drawn by The Club on any of its accounts and may release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against them arising directly or indirectly out of those cheques or the surrender thereof to The Club.
- f. Except with the authority of the Executive, no payment of a sum exceeding the amount of the petty cash advance shall be made from the funds of The Club other than by cheque drawn on The Club's account or by approved electronic transfer from The Club's account, but the Executive may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive may impose. The limit of the petty cash advance is set by the Executive from time to time.
- g. No cheques shall be drawn on, or funds electronically transferred from, the Club's account except for payment of expenditure that has been authorised by the Executive.



## **19. Auditor**

- a. The Executive shall appoint an Auditor of The Club for the then current financial year of The Club.
- b. If a casual vacancy occurs in the office of Auditor during the course of the financial year of The Club, the Executive shall appoint a person as Auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

## **20. Audit of Accounts**

- a. Once at least in a financial year of The Club, the accounts of The Club shall be examined by the Auditor.
- b. The Treasurer of The Club shall cause to be delivered to the Auditor a list of all the accounts, books and records of The Club.
- c. The Auditor has right of access to the accounts, books, records, vouchers and documents of The Club;
- d. The Auditor shall certify to the correctness of the accounts and his report shall be presented to the members present at the Annual General Meeting.
- e. In his report, and in certifying to the accounts, the Auditor shall state
  - whether he has obtained the information required by him;
  - whether, in his opinion, the accounts are properly drawn up as to exhibit a true and correct view of the financial position of The Club according to the information at his disposal and the explanations given to him and as shown by the books of The Club;and
  - whether the rules relating to the administration of the funds of The Club have been observed.
- f. He may require from servants of The Club such information and explanations as may be necessary for the performance of his duties as Auditor and may employ persons to assist him in investigating the accounts of The Club.
- g. He may, in relation to the accounts of The Club, examine any member of the Executive or any servant of The Club.

## **21. Financial Year**

The financial year of The Club is the period beginning on the first day of October in each year and ending on the thirtieth day of September next following.

## 22. Discipline

- a. The Executive may cite or cause to appear before it any member, player or official of The Club against whom a complaint of misconduct or of any conduct detrimental to the welfare of field hockey or of The Club has been laid or who is charged with any breach of the constitution or of any by-law or regulation made thereunder or of non-compliance with any direction or decision of the appropriate authority and after inquiry may suspend, expel, fine or otherwise deal with any such player, member or official.
- b. The Executive may call upon any member within The Club to make proper inquiry or itself may inquire or cause to be inquired into any matter which in its opinion in any manner affects the control, welfare and/or interest of The Club.
- c. The Executive may take such disciplinary action as it thinks fit against any member or player or official found upon enquiry by the Executive to have been guilty of misconduct or conduct detrimental to the welfare, control and/or interest of The Club.
- d. Without prejudice to the generality of the foregoing, the Executive may expel, disqualify, fine or otherwise deal with any member found guilty of any misconduct or conduct detrimental to the control, welfare or interest of The Club or of any breach of this Constitution or of any by-law or regulation made thereunder or of non-compliance with any direction issued under the authority of this Constitution or any by-law made thereunder.

## 23. Appeals

- a. The expulsion, suspension or any fine imposed on any official, member or player pursuant to Rule 22 of these Rules does not take effect:
  - i. until the expiration of fourteen (14) days after the service on the official, member or player of a notice under sub-rule b. of this Rule; or
  - ii. if the official, member or player exercises the right of appeal under this Rule until the appeal is determined as under sub-rule e. of this Rule.
- b. Where the Executive expels, suspends or fines any official, member or player, the Public Officer of The Club shall, without undue delay, cause to be served on the official, member or player a notice in writing –
  - i. stating the Executive's decision;
  - ii. specifying the grounds for the decision; and
  - iii. that, within fourteen (14) days after the service of the notice an appeal against the decision of the Executive may be made as provided for in this Rule.
- c. Any official, member or player on whom a notice under sub-rule b. of this Rule is served may appeal to a Special General Meeting by delivering or sending by post to the Public Officer of The Club, within fourteen (14) days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing such an appeal.

- d. Upon receipt of a requisition under sub-rule c. of this Rule, the Public Officer shall forthwith notify the Executive of its receipt and the Executive shall thereupon cause a Special General Meeting to be held within twenty-one (21) days after the date on which the requisition is received by the Public Officer.
- e. At a Special General Meeting convened for the purpose of this Rule –
  - i. no business other than the appeal shall be transacted;
  - ii. the Executive may place before the meeting details of and reasons for the Executive’s decision;
  - iii. the appellant shall be given the opportunity to be heard; and
  - iv. the members present shall vote by secret ballot on the question whether the appeal should be upheld or dismissed.
- f. The decision of the majority vote at the Special General Meeting is final and binding.

## **24. Alteration of the Rules**

- a. The Rules may be amended by resolution passed by a seventy-five percent majority of financial members voting in general meeting.
- b. Notice of the proposed amendment shall be included in the notice calling the general meeting.
- c. An amendment to the objects, purposes and rules of The Club shall not be effective until approved by the Registrar-General.

## **25. Common Seal of The Club**

- a. The Common Seal of The Club shall be in the form of a stamp inscribed with the name of The Club, encircling the emblem of The Club and containing the word “SEAL”.
- b. The Common Seal of The Club shall not be affixed to any instrument except by authority of the Executive and the affixing thereof shall be attested by the signatures or initials either of the President and one other member of the Executive or the Public Officer and one member of the Executive or such other person as the Executive may appoint for that purpose, and the attestation is sufficient for all purposes that the Seal was affixed by authority of the Executive.
- c. The Common Seal shall remain in the custody of the Public Officer.
- d. Only one copy of the Common Seal shall exist. Should, by fair wear and tear, the Common Seal require replacement, the Public Officer will arrange for an identical replacement to be made. He shall then present the destroyed original seal to the Executive for disposal.

## **26. Public Officer**

- a. The Executive of The Club shall, within fourteen (14) days after the incorporation of The Club, appoint a person resident in the Australian Capital Territory to be the Public Officer of The Club and, if the office at any time becomes vacant, appoint a person resident in the Australian Capital Territory to fill the vacancy.
- b. The Public Officer of The Club shall, within fourteen (14) days after the appointment, give notice in writing to the Registrar-General of his appointment and of his full name, occupation and address.
- c. If the Public Officer changes his address he shall, within fourteen (14) days after the change, give notice in writing to the Registrar-General of the change.
- d. The Public Officer of The Club shall, within one (1) month after an alteration of:
  - i. the objects or purposes of The Club;
  - ii. the Rules of The Club;
  - iii. any trust relating to The Club file with the Registrar-General notice of the alteration, a copy of any instrument evidencing the alteration and a statutory declaration made by the Public Officer declaring that copy is a true copy of the instrument of which it purports to be a copy and in the case of the alteration of the objects, purposes or Rules of The Club, that the alteration is authorised, and was made in the manner provided by the Rules of The Club.
- e. The Public Officer of The Club shall within one month after the preparation of the annual account prepared in accordance with Rule 18 of the Rules of The Club, file with the Registrar-General a copy of the accounts certified to be correct by the person who audited the financial affairs of The Club.

## **27. Honorary Life Membership**

- a. Nominations for Life Membership shall be lodged with the Executive no later than the thirtieth day of September in each year and shall be considered at the following Annual General Meeting. Nominations for Life Membership may be submitted each year, regardless of previous nomination.
- b. All nominations must be in writing, giving the full qualifications of the nominee. Each nomination must be signed by the mover and seconder of the nomination and endorsed by the nominee as to his willingness to accept nomination. This acceptance may be on the nomination form.
- c. The Executive must furnish a report on the correctness or otherwise of the credentials submitted.
- d. The Executive will present any nomination(s) that they consider worthy of Life Membership, with a maximum of two (2) per year.
- e. Each nomination for Life Membership shall be dealt with individually and, if more than one nomination has been presented to the Annual General Meeting, in alphabetical order by surname.
- f. A member nominated for elevation to Life Membership shall be deemed to be a Life

Member if at least sixty percent (60%) of members at a general meeting entitled to vote support the nomination.

## **28. Membership**

Any person seeking membership of The Club will be required to submit a written application on a form to be provided by The Club. The form shall include an undertaking where the applicant will agree, by his signature, and upon acceptance of the application, to be bound by the rules of The Club for the time being in force.

## **29. Club Colours**

The colours of The Club shall be Green and White.

## **30. Indemnity**

- a. Every member of the Executive and any other officer or servant of The Club shall be indemnified by The Club against, and it shall be the duty of the Executive out of the funds of The Club to pay all costs, losses and expenses which any such member of The Club or other officer or servant may incur or become liable for by reason of any contract entered into or act or thing done by him as a member of the Executive or other officer or servant in the course of the business of The Club except such (if any) as shall happen through his own wilful neglect or default.
- b. A member of the Executive or other officer of The Club shall not be liable for the acts, receipts, neglects or defaults of any other member of the Executive or officer or for joining in any receipt or other act of conformity or for any loss or expense happening through the insufficiency or deficiency of title to any property acquired by order of the Executive for or on behalf of The Club or for the insufficiency or deficiency of any security in or upon which any of the moneys of The Club shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any moneys, securities or effects shall be deposited or for any loss occasioned by any error of judgement or oversight on his part or for other loss, damage or misfortune whatever shall happen in the execution of the duties of his office or in relation thereto unless the same happens through his own wilful neglect or default.

## **31. Winding up of The Club**

The Club may be wound up by a resolution of at least seventy-five percent of members of The Club in a general meeting.

Upon winding up of The Club, the remaining assets, after payment of the debts and liabilities of The Club and the cost, charges and expenses of the winding up may, subject to the provisions of the Associations Incorporation Act 1991 (and any subsequent Act replacing this Act) by resolution of at least seventy-five percent of members of The Club be distributed to such associations or organisations having objects and purposes similar to those of The Club.