

As at 7th February 2011

1 NAME

The name of the Association shall be Tweed Border Hockey Association Incorporated (referred to in these rules as “the Association”).

2 OBJECTS

The objects of the Association shall be:

- a To foster and control the game of hockey throughout the Tweed Shire and such other places adjoining the Shire as from time to time permitted by Hockey Queensland (hereinafter called the area).
- b To arrange, manage and control all games involving teams visiting the area.
- c To arrange for the representation of the Association or other body or bodies formed for the purpose of promotion and/or controlling hockey in any part of the world.
- d To promote the physical enjoyment and recreation of members.
- e To hear, investigate and adjudicate upon any charge against any member or affiliated club.

3 MEMBERSHIP

- a Subject to these rules the members of the Association shall be the members of the Association and/or Clubs which were affiliated with the Association immediately prior to the adoption of these rules together with such other people and organisations as the Management Board admits to membership.
- b Membership is open to all individuals and organisations who accept the objects and rules of the Association.
- c Individuals and organisations wishing to become members of the Association shall apply to the Management Board for membership.
- d The Management Board shall determine whether or not to accept an application for membership. The Management Board is not required to supply reasons for accepting or rejecting an application for membership.
- e Members shall pay such fees as are determined by the Association at an annual/special general meeting provided that in lieu of or in addition to individual membership fees the Association at an annual/special general meeting may set a fee for each affiliated club whereby the members of that club may thereupon become members of the Association. If membership fees are unable to be set at an annual/special general meeting, the Management Board can set and/or alter such fees at their discretion.
- f A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

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- g Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three (3) months of the due date and in the case of non-payment of affiliation fees from clubs then any club failing to pay affiliation fees within thirty (30) days of the due date for payment shall be deemed to have forfeited all matches contested by that club whilst the affiliation fees remain unpaid and delegates from that club shall not be entitled to vote at any meeting of the Association or it's Sub-Committees whether or not the delegates themselves are financial members of the Association.
- h Membership fees shall fall due on the date determined by the Board of Management. The financial year of the Association shall run from October 1 to September 30 or such other period as is determined by the Management Board.
- i The Association may at an Annual General Meeting elect as a life member of the Association any member or former member of the Association who has made an outstanding contribution to the advancement of hockey in the area provided that only one life member may be elected in any one year.

4 MEMBERS' LIABILITY

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

5 DISCIPLINING OF MEMBERS

The Management Board shall determine the procedure for disciplining members. Anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them may do so at the next Management Board meeting.

6 MANAGEMENT - BY THE MANAGEMENT BOARD

- a The Association shall have its affairs controlled and managed by the office bearers and other members known as the Management Board.
- b The office bearers shall be President, Vice President, Secretary and Treasurer plus two (2) delegates nominated from the Delegate's Committee and four (4) ordinary members.
- c The office bearers with the exception of Delegate's Committee nominees shall be elected at each Annual General Meeting. Any casual vacancy occurring in the office bearers may be filled by a member appointed by the Management Board.
- d Each member of the Management Board shall hold office from the date of his or her election or appointment until the next Annual General Meeting.
- e Retiring Management Board members are eligible for re-election.

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- f The Management Board shall meet as often as necessary to conduct the business of the Association and not less than once in each month from February 1 to September 30 each year and thereafter as often as the Management Board sees fit.
- g The quorum for meetings of the Management Board shall be six (6).
- h Notice of Management Board meetings shall be given at the previous Management Board meeting or by such other means as the Management Board may decide upon.
- i A member of the Management Board shall cease to hold office upon resignation in writing; removal as a member of the Association; or absence from three successive Management Board meetings without approval by the Management Board.
- j The Management Board may function validly provided its numbers are not reduced below the quorum. Should Management Board numbers fall below the quorum the remaining Management Board members may act only to appoint new Management Board members.
- k Questions arising at any meeting of the Management Board shall be decided by the majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- l If within half an hour of the time appointed for a Management Board meeting a quorum is not present the meeting shall be dissolved.
- m Additional meetings of the Management Board may be convened by the President or any two members of the Management Board.
- n The Management Board shall arrange and control all representative fixtures but may delegate such arrangements to the appropriate Committee.
- o The Management Board shall appoint the Clubhouse Committee, consisting of six (6) members including President, Secretary, Treasurer, Canteen Manager, Bar Manager and two (2) Board members. The Clubhouse Committee should submit a financial report to the Management Board quarterly.
- p The Management Board shall appoint a Representative Committee to appoint Representative Coaches, and Selectors.

7 ASSOCIATION ANNUAL GENERAL MEETINGS

- a An Annual General Meeting of the Association shall be held each year within six months from the end of the financial year of the Association (except the first Annual General Meeting which shall be held within two months from the end of the first financial year and within eighteen (18) months of incorporation).
- b The Management Board may, whenever it thinks fit, convene a special general meeting of the Association. A special general meeting must be convened by the Management Board within twenty-eight (28) days of receiving a written request to do so from three (3) Management Board members.

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- c At least fourteen (14) days notice of all annual/special general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty-one (21) days before the meeting.
- d In the case of the Annual General Meeting the following business shall be transacted:
- i confirmation of the minutes of the last Annual General Meeting and any recent special general meeting;
 - ii receipt of the Management Board's report upon the activities of the Association in the last financial year;
 - iii election of office bearers, Auditors, Delegates to Hockey Queensland, Public Officer/s, and members of the following sub-committees:
 - iv Nominations for Representative team Coaches, Managers and Selectors will be forwarded to the Representative Selections Committee
 - * Grounds and Fixtures Committee
 - * Umpire's Appointments Committee
 - * Judiciary Committee
 - * Women's Grading Committee
 - * Men's Grading Committee
 - * Women's Registrar
 - * Men's Registrar
 and any other committee that the Management Board may from time to time decide to elect.

Confirmation of Management Board delegates elect from the following sub-committees:

 - * Delegate's Committee
 - * Umpire's Committee

Appointment of Patron/s
- iv receipt and consideration of a statement from the Management Board which is not misleading and gives a true and fair view for the last financial year of the Association's:
- * income and expenditure
 - * assets and liabilities
 - * mortgages, charges and other securities
 - * trust properties
- e The quorum for an annual/special general meeting shall be twelve (12) members present in person. If within half an hour of the time appointed for an annual/special general meeting a quorum is not present the meeting shall be dissolved.

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- f Voting at an annual/special general meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required. Each affiliated club which participated in the Association's hockey fixtures during the season just past shall be entitled to one (1) vote for Clubs with one (1) to four (4) teams and two (2) votes for Clubs with five (5) plus teams. Persons who held office for the Association up to the calling of the Annual General Meeting and any Office Bearers elected at the Annual General Meeting shall be entitled to one (1) vote.
- g All votes shall be given personally and there shall be no voting by proxy.
- h In the case of an equality of votes the person appointed to chair the annual/special general meeting shall have a second or casting vote.
- i Nominations of candidates for election as office bearers of the Management Board or other Sub-Committee members shall be called for by the Secretary at least four (4) weeks prior to the date of the Annual General Meeting and nominations shall close one (1) week prior to the Annual General Meeting. Any positions not filled by written nominations may be filled from nominations received from the floor at the Annual General Meeting - nominees must be present.
- j Written notice of all annual/special general meetings shall be given to members either personally or by post or by publication of an appropriate notice in the Daily News or such other newspaper circulating in the area.

8 OFFICE BEARERS

- a The President or, in the President's absence, the Vice President shall act as chairperson at each annual/special general meeting and Management Board meeting of the Association.
- b If the President and Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c The Secretary shall ensure that records of the business of the Association including the rules, register of members, minutes of all annual/special general and Management Board meetings and a file of correspondence are kept. These shall be available for inspection by any member and shall be held in the custody of the Secretary and/or in the Association's office facility.
- d The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payment shall be made through a petty cash system or by cheque signed by two signatories authorised by the Management Board. Major or unusual expenditure shall be authorised in advance by the Management Board.
- e The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer and/or in the

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Association's office facility. A written financial statement shall be submitted at each Management Board meeting.

- f The Registrars shall compile a list of all players and their respective grades and shall keep a record of all game points, results, goals scored and Player Sportsperson Award points. Registrars shall also be responsible for a point score table and an updated list of registered players to be submitted to the Management Board at least once a month.
- g Sub-Committees shall come under the control of a nominated Management Board member.

9 DELEGATE'S COMMITTEE

- a The Delegate's Committee shall consist of delegates from the affiliated Clubs of the Association (as set out in the By-Laws Section 3, Item 10, Paragraph a), the elected executive of the Delegate's Committee and the delegates to the Management Board. The Delegates Committee shall have complete control with the exception of Grounds and Fixtures, over matters relating to the conduct of local senior grade hockey.
- b The Delegate's Committee shall elect a President and Secretary and appoint two (2) delegates to the Management Board (who would ideally be the President and Secretary).
- c The Delegate's Committee Secretary shall ensure that records of the business of the Committee including the minutes of all general, annual/special general meetings and a file of correspondence are kept. These shall be available for inspection by any member and shall be held in the custody of the Secretary and/or in the Association's office facility.
- d A copy of the Delegate's Committee Meeting minutes is to be forwarded to the Management Board each month.

10 UMPIRE'S COMMITTEE

- a The Umpire's Committee shall consist of qualified umpires from within the Association, those who are seeking umpiring qualifications and the elected executive of the Umpire's Committee. The Umpire's Committee shall oversee the appointment of umpires to all fixtures.
- b The Umpire's Committee shall elect a President and Secretary and appoint one delegate to the Management Board (who would ideally be either the President or Secretary).
- c The Umpire's Committee Secretary shall ensure that records of the business of the Committee including the minutes of all general, annual/special general meetings and a file of correspondence are kept. These shall be available for inspection by any member and shall be held in the custody of the Secretary and/or in the Association's office facility.

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- d A copy of the Umpire's Committee Meeting minutes is to be forwarded to the Management Board each month.
- e The Umpire's Committee shall liaise with the Umpire's Appointment Committee to identify the appropriate umpires for representative fixtures and championships.

11 GROUNDS AND FIXTURES COMMITTEE

- a The Grounds and Fixtures Committee shall be comprised of three (3) nominated members duly elected at the Association Annual General Meeting and/or appointed by the Management Board.
- b The Grounds and Fixtures Committee shall arrange the draw for all grades and shall decide the fitness of grounds.
- c The Grounds and Fixtures Committee shall liaise with the Umpires Appointment Committee to ensure game scheduling allows for appropriate umpire allocations.

12 JUDICIARY COMMITTEE

- a The Judiciary Committee shall be comprised of five (5) members duly elected at the Association Annual General Meeting and/or appointed by the Management Board. The Judiciary Committee's duties shall be to examine players and matters under dispute.
- b Appointment to such committee shall take effect immediately upon election and shall remain in force until the next Annual General Meeting.
- c Members of clubs affiliated with the Association other than Life Members of the Association shall not be eligible for election to the Judiciary Committee.

13 GRADING COMMITTEES

- a The Grading Committees shall be comprised of three nominated members duly elected at the Association Annual General Meeting and/or appointed by the Management Board.
- b The Grading Committee's duties shall be to examine team registration forms from each affiliated Club and insure that Grading of Players guidelines as set out in the Association By-Laws (Section 3 Item 16) has been adhered to.
- c Any changes enforced by the Grading Committees to nominated team registrations and/or graded players submitted by Clubs, is to be notified in writing.

14 REGISTRARS

- a The Registrars shall be duly elected at the Association Annual General Meeting and/or appointed by the Management Board. The Registrars shall be responsible for maintaining appropriate records to monitor the progress of the competition and the Player Sportsman Award points as set out in Item 10 Paragraph f of these Rules.

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- b The Registrar shall be responsible to record all suspension cards issued and noted on the game cards for disciplinary action if required (refer By-Laws Section 3 Item 11 Paragraphs a and b).
- c The Registrar shall report to the Delegate's Committee Meetings any matter deemed relevant.

15 UMPIRES APPOINTMENT COMMITTEE

- a The Umpire's Appointment Committee shall consist of six nominated members duly elected at the Association Annual General Meeting and/or appointed by the Management Board. The Umpire's Appointment Committee shall be responsible for the appointment of umpires to all fixtures.
- b The Umpire's Appointment Committee shall liaise with the Grounds and Fixtures Committee to ensure game scheduling allows for appropriate umpire allocations.
- c The Umpire's Appointment Committee shall liaise with the Umpire's Committee to identify the appropriate umpires for representative fixtures and championships.

16 SPECIAL RESOLUTIONS

- a A special resolution must be passed by an annual/special general meeting of the Association to effect the following changes:
 - i a change of the Association's name;
 - ii a change of the Association's rules;
 - iii a change of the Association's objects;
 - iv an amalgamation with another Incorporated Association;
 - v to voluntarily wind up the Association and distribute its property;
 - vi to apply for registration as a Company or Co-operative.
- b A special resolution shall be passed in the following manner:
 - i a notice must be given to all members advising that a general meeting is to be held to consider a special resolution;
 - ii the notice must give details of the proposed special resolution and give at least twenty-one (21) days notice of the meeting;
 - iii a quorum must be present at the meeting;
 - iv at least three-quarters of those present must vote in favour of the resolution;
 - v in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Department of Fair Trading for permission to pass the resolution in some other way.

17 PUBLIC OFFICER

- a The Management Board shall ensure that a person is appointed as Public Officer.
- b The first Public Officer shall be the person who completed the application for incorporation of the Association.
- c The Management Board may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.

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- d The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - i death
 - ii resignation
 - iii removal by the Management Board or at an annual/special general meeting
 - iv bankruptcy or financial insolvency
 - v mental illness
 - vi residency outside New South Wales

- e When a vacancy occurs in the position of Public Officer, the Management Board shall within fourteen (14) days notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.

- f The Public Officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
 - i appointment (within fourteen (14) days)
 - ii a change of residential address (within fourteen (14) days)
 - iii a change in the Association's objects or rules (within one month)
 - iv a change in the membership of the Management Board (within fourteen (14) days)
 - v of the Association's financial affairs (within one month after the Annual General Meeting)
 - vi a change in the Association's name (within one month).

18 BY-LAWS

The Management Board or an annual/special general meeting shall have power to make or amend by-laws pursuant to the rules.

19 MISCELLANEOUS

- a The Association shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance, which may be required by law or regarded as necessary by the Association.

- b The funds of the Association shall be derived from the fees of the members, donations, grants and such other sources approved by the Association.

- c The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Management Board. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Management Board.

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- d The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act 1984.
- e Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on two members of the Management Board.
- f Notices sent by post shall be deemed to have been received two (2) days after the date of posting.
- g The income and property of the Association shall be used only for promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend bonus or profit.
- h No person shall be eligible to be a playing member of any affiliated club, association or committee who is not an amateur hockey player being a person who practices by choice and as a diversion or for their physical or moral well being and who does not directly or indirectly derive any profit therefrom.
- i The rules of hockey for the time being as recognised by the Australian Hockey Association shall be observed in all matches controlled by the Association.
- j Once at least in every year the accounts of the Association shall be examined and the correctness of the statement and balance sheet ascertained by duly elected auditors. Such auditors shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting.