

Hockey Central Vic. Inc

**Constitution
(Rules)**

Version 1.0

Adopted at the CVHA and CVHFMA Annual General Meetings

28th November, 2010

Hockey Central Vic ('Incorporated Association')

Statement of Purposes

The purposes for which the Incorporated Association of the HOCKEY CENTRAL VIC INCORPORATED is established are:

- (a) promote the development of hockey, encourage involvement at all levels and provide a safe environment in which participants can achieve their potential in hockey.
- (b) to manage, maintain, control and promote the operation of hockey facilities within Central Victoria, without limitation of place.
- (c) At all times act on behalf of and in the interest of the members and hockey

SCHEDULE 4

REGULATION 18

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Rules for Hockey Central Vic Incorporated Association

1 Name

- (1) The name of the incorporated association is Hockey Central Vic (in these Rules called "the Association").

2 Definitions

- (1) In these Rules, unless the contrary intention appears—

committee means the committee of management of the Association;

annual general meeting means the meeting convened pursuant to the provisions of Rule 9;

association means Hockey Central Vic;

committee member means a committee member (under subrule 4(13)) (but who is not entitled to vote at general meetings) ;

delegate means a representative of a hockey club entitled to vote on their behalf;

financial year means the year ending on 30 September;

general meeting or special general meeting means a general meeting of members convened in accordance with rules 10 and 12;

hockey club is an incorporated or unincorporated group who enter at least one 11 a side hockey team in the association winter pennant competition;

honorary life member means a person recognised for their special service rendered to the association (under subrule 4(14)) (but who is not entitled to vote);

member means a hockey club, a honorary life member or a committee member of the Association (under sub-rule 4);

President means the person elected to that office of President pursuant to the provisions of Rule 20 and 23.

Regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Associations Incorporation Act 1981**;

Vice-President means the person elected to that office of Vice-President pursuant to the provisions of Rule 20 and 23.

- (2) In these Rules, a reference to the Secretary of an Association is a reference—
 - (a) if a person holds office under these Rules as Secretary of the Association—to that person; and
 - (b) in any other case, to the public officer of the Association.

3 Alteration of the rules

- (1) These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4 Membership, entry fees and subscription

HOCKEY CLUBS

- (1) Hockey clubs may make application to become members of the Association.
 - (a) Each hockey club shall be granted the right to nominate annually, four (4) delegates to represent and vote on their behalf;
 - (b) Changes to delegate details must be received by the association 30 days prior to a general meeting and in a form acceptable to the Association in order to be recognised;
 - (c) Hockey clubs must renew their membership annually in accordance with the procedures set down by the Association in By-laws from time to time.
- (2) A hockey club who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription payable under these Rules.
- (3) A hockey club who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—
 - (a) they apply for membership in accordance with subrule (4(4)); and
 - (b) the admission as a member is approved by the committee.
- (4) An application of a hockey club for membership of the Association must—
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Association.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.

- (6) The committee shall approve the application provided that the committee is satisfied that:
 - (a) the applicant has adopted or will adopt the purposes and rules of the Association; and
 - (b) the registration of the applicant will advance the purposes of the Association.
- (7) If the committee approves an application for membership, the Secretary must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as and the first year's annual subscription.
- (8) The Secretary must, within 28 days after receipt of the amount referred to in subrule (4(2)), enter the applicant's name in the register of members and delegates
- (9) An applicant for membership becomes a member and is entitled to exercise the rights of membership when the hockey club name is entered in the register of members and delegates.
- (10) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (11) A right, privilege, or obligation of membership of the Association—
 - (a) is not capable of being transferred or transmitted; and
 - (b) terminates upon the cessation of membership whether by resignation or otherwise.
- (12) The annual subscription is to be determined at the annual general meeting of the association and is payable on or before 1 March in each year.

COMMITTEE MEMBERS

- (13) Those persons nominated for and accepted by delegates to the committee shall be simultaneously awarded committee membership:
 - (a) The nomination must be made in writing in the form set out in Appendix 2; and be lodged with the Secretary of the Association;
 - (b) committee members shall be entitled to attend and speak at general meetings of the association but shall not be entitled to vote (except as specified in subrule 16(3));
 - (c) committee membership will automatically expire when they are no longer a member of the committee.

HONORARY LIFE MEMBERS

- (14) The committee may recommend to a annual general meeting that any natural person who has provided exceptional service to the association be appointed as an honorary life member.
 - (a) a honorary life member shall be entitled to attend and speak at general meetings of the association but shall not be entitled to vote.

5 Register of members and delegates

- (1) The Secretary must keep and maintain a register of members and delegates containing—
 - (a) their name and address details including requested method of receiving notices (electronic, fax or other) of each member and delegate; and
 - (b) the date on which each member's name and delegate's name was entered in the register.
 - (c) where applicable, the date on which each member and/or delegate ceases.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

6 Ceasing membership

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of their intention to resign.
- (2) After the expiry of the period referred to in subrule (6(1))—
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.
- (3) A hockey club who does not renew their membership annually shall cease to be a member.
- (4) Committee membership will automatically expire when they are no longer a member of the committee.

7 Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution —
 - (a) suspend that member from membership of the Association for a specified period; or
 - (b) expel that member from the Association; or
 - (c) fine that member *in accordance with the procedures set down by the Association in By-laws from time to time.*
- (2) A resolution of the committee under subrule (7(1)) does not take effect unless—
 - (a) at a meeting held in accordance with subrule (7(3)), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (7(4)).
- (4) For the purposes of giving notice in accordance with subrule (7(3)), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or their representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that they may do one or both of the following—
 - (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and

- (e) informing the member that, if at that meeting, the committee confirms the resolution, they may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under subrule (7(1)), the committee must—
- (a) give the member, or their representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (7(6)), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 30 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under subrule (7(7))—
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or their representative, must be given an opportunity to be heard; and
 - (d) the delegates present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the delegates vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
- (a) a member and another member; or

- (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9 Annual General Meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - (c) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
 - (d) to receive and consider the budget for the forthcoming year
 - (e) to elect officers of the Association and the general members of the committee; and.
 - (f) to determine the annual subscription fee for each member.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules. (All special business should be conducted prior to subrule (9(3)(d))

10 Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of, not less than two members recognised under subrule 4(2), convene a special general meeting of the Association.

- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

11 Special business

- (1) All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12 Notice of general meetings

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member and delegate of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members and delegates; or
 - (b) if the member or delegate requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13 Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of delegates entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) At least nine delegates personally present (being entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - (a) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - (b) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members and delegates given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the delegates personally present (not less than five) shall be a quorum.

14 Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15 Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of delegates present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (4(3)), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, a delegate has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

17 Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by delegates, representing not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

- (1) If a question arising at a general meeting of the Association is determined on a show of hands—
 - (a) a declaration by the Chairperson that a resolution has been—
 - (i) carried; or

- (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Association—
- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19 Proxies

- (1) Each delegate is entitled to appoint another delegate as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—
 - (a) for a meeting of the Association convened under subrule (7(7)), in the form set out in Appendix 3; or
 - (b) in any other case, in the form set out in Appendix 4.

20 Committee of management

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee—
 - (a) shall control and manage the business and affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association
 - (d) shall prepare, maintain and/or administer association by-laws, policies, forms and/or procedures essential for the proper management of the business and affairs of the Association.
 - (e) may appoint sub-committees as may be required from time to time:

- (i) the President shall appoint conveners of each sub-committee;
- (ii) The convener can appoint a chair to their sub-committee;
- (iii) each person serving on a sub-committee must be ratified by the committee;
- (iv) at each committee meeting the convener shall report the sub-committee's proceedings and bring forth any recommendations for ratification by the committee.
- (v) policies shall not be adopted by sub-committees until it is first resolved by the committee

(3) Subject to section 23 of the Act, the committee shall consist of—

- (a) the officers of the Association; and
- (b) four general members—

each of whom shall be elected at the annual general meeting of the Association in each year (or for subrule (23(7)) at the special general meeting).

21 Office holders

(1) The officers of the Association shall be—

- (a) a President;
- (b) a Vice-President;
- (c) a Treasurer; and
- (d) a Secretary.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (21(1)).

(3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in subrule (21(1)), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22 General members of the committee

- (1) Subject to these Rules, each general member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of a general member of the committee, the committee may appoint a person to fill the vacancy and the person appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23 Election of officers and general committee members

- (1) Nominations of candidates for election as officers of the Association or as general members of the committee must be—
 - (a) made in writing in the form set out in Appendix 2; and
 - (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting (or for subrule 23(7) the special general meeting) .
- (2) A candidate may only be nominated for one office, or as a general member of the committee, prior to the annual general meeting (or for subrule 23(7) the special general meeting).
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) 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.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.
- (7) The election of the inaugural committee shall occur at a special general meeting called by the interim committee.
 - (a) The interim committee shall retire at this special general meeting;

- (b) The inaugural committee shall retire at the first annual general meeting of the Association.
- (c) Persons serving on this committee are eligible for re-election (as per subrule 21(3)).

24 Vacancies

- (1) The office of an officer of the Association, or a general member of the committee, becomes vacant if the officer or member—
 - (a) ceases to be a member of the Association; or
 - (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
 - (c) resigns from office by notice in writing given to the Secretary.

25 Meetings of the committee

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26 Notice of committee meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27 Quorum for committee meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—

- (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28 Presiding at committee meetings

- (1) At meetings of the committee—
- (a) the President or, in the President's absence, the Vice-President presides; or
 - (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29 Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30 Removal of committee member

- (1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in subrule (30(1)) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member and delegate of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31 Minutes of meetings

- (1) The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32 Funds

- (1) The Treasurer of the Association must—
 - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the committee determines.

33 Seal

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

34 Notice to members

- (1) Except for the requirement in rule 12, any notice that is required to be given to a member or delegate, by or on behalf of the Association, under these Rules may be given by—
 - (a) delivering the notice to the member or delegate personally; or
 - (b) sending it by prepaid post addressed to the member or delegate at that member's address shown in the register of members and delegates; or

- (c) facsimile transmission, if the member or delegate has requested that the notice be given to them in this manner; or
 - (d) electronic transmission, if the member or delegate has requested that the notice be given to them in this manner.
- (2) Where a document is forwarded by email or by properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the email was sent or the letter would have been delivered in the ordinary course of post.

35 Winding up

- (1) In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

36 Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.
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APPENDIX 1

APPLICATION FOR MEMBERSHIP OF HOCKEY CENTRAL VIC (FOR HOCKEY CLUBS)

We,
(hockey club name)

of
(postal address) (suburb) (postcode)

.....
(email) (facsimile)

desire to become a member of Hockey Central Vic

In the event of our admission as a member, we agree to be bound by the rules of the Association for the time being in force.

..... Name of Club President (or
Authorised Club Officer for unincorporated association)

..... Signature

..... Date

..... Name of Club Public Officer or Club
Executive Officer (or Authorised Club Officer for unincorporated association)

..... Signature

..... Date

I....., a delegate of (name)
Hockey Central Vic, nominate the applicant, who is personally known to me, for membership of the Association.

..... Signature of Proposer

..... Date

I....., a delegate of (name)
Hockey Central Vic, second the nomination of the applicant, who is personally known to me, for membership of the Association.

..... Signature of Seconder

..... Date

APPENDIX 2

NOMINATION FOR COMMITTEE OF HOCKEY CENTRAL VIC

I,
(name) (occupation)

of
(postal address) (suburb) (postcode)

.....
(email) (facsimile)

wish to nominate for the position of with Hockey Central Vic,
Committee of Management. (position)

In the event of my admission as a committee member, I agree to be bound by the rules of the Association for the time being in force.

..... Signature of Applicant

.....Date

I,, a delegate of (name)

Hockey Central Vic, nominate the applicant, who is personally known to me, for committee membership of the Association.

.....Signature of Proposer

.....Date

I,, a delegate of (name)

Hockey Central Vic, second the nomination of the applicant, who is personally known to me, for committee membership of the Association.

.....Signature of Secunder

.....Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY FOR MEETING OF ASSOCIATION CONVENED UNDER RULE 7(7)

I,
(name)

of
(postal address) (suburb) (postcode)

being a delegate of for Hockey Central Vic
(hockey club)

appoint,
(name of proxy holder)

of
(postal address of proxy holder) (suburb) (postcode)

being a delegate of for Hockey Central Vic, as
(hockey club)

my proxy to vote on my behalf at the appeal to the general meeting of the Association convened under rule 7(7), to be

held on.
(date of meeting) (day) (month) (year)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution: [insert details of
resolution passed under rule 7(1)]

..... Signature

..... Date

APPENDIX 4

FORM OF APPOINTMENT OF PROXY

I, ,
(name)

of ,
(postal address) (suburb) (postcode)

being a delegate of for Hockey Central Vic
(hockey club)

appoint, ,
(name of proxy holder)

of ,
(address of proxy holder)

being a delegate of with Hockey Central Vic, as my proxy
(hockey club)

to vote on my behalf at the *annual/*special general meeting of the Association to be held on.

.....
(date of meeting) (day) (month) (year)

and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of/*against /*at their discretion the following resolution/s:

[insert details of each resolution]

..... Signature

..... Date

*Delete if not applicable
