



Constitution

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PREAMBLE

The Lower South East Hockey Association aims to entrench hockey as a major winter sport in the Lower South East of South Australia and South West Victoria by:

- Increasing the participation levels and standard of hockey played in the Association's competitions;
- Continuing to develop facilities and major events which promote the sport, and
- Continuing to support elite performance programmes and associated junior talent identification programmes.

We seek to encourage individual players from the surrounding region and elsewhere to see joining the Lower South East Hockey Association competitions as a means of accelerating their development. Our intention is to increase the diversity and standard of competition available to hockey players, both senior and junior, in the Lower South East of South Australia and South West Victoria and the broader region. Thereby enhancing the opportunities for state and national participation.

1. NAME:

The name of the Association shall be LOWER SOUTH EAST HOCKEY ASSOCIATION INCORPORATED

2. INTERPRETATIONS:

- 2.1 When any circumstances arise from which no provision is made by the Constitution or there arises reasonable doubt as to the interpretation of the Constitution or procedure to be adopted, the Executive, having regard to the Constitution may direct what shall be done.
- 2.2 In this Constitution, unless the context otherwise requires:
- 2.2.1 "The Association" shall mean the Lower South East Hockey Association Incorporated.
- 2.2.2 "The Act" shall mean the Association Incorporation Act, 1985 as amended.
- 2.2.3 "Home Club" shall mean a Club competing in a premiership competition of the Association which uses the Mount Gambier Hockey Turf as its home base.
- 2.2.4 "Away Club" shall mean a Club competing in a premiership competition of the Association which maintains a playing and training facility at another location and which does not use the Mount Gambier Hockey Turf for training.
- 2.2.5 "Delegate" shall mean a person nominated by a Member to act as its representative at meetings of the Board of Management or other meetings of the Association. Such nomination shall be on the approved form, bearing the motif of the Association logo, as prescribed by the By-laws
- 2.2.6 "Coordinator" shall mean a person nominated by a member to be a member of a Management Committee
- 2.2.7 "The Board" shall mean the Board of Management as described in clause 12.
- 2.2.8 "The Executive" shall mean the elected Directors as detailed in clause 11.
- 2.2.9 "Member" shall mean a Club competing in a premiership competition of the Association.
- 2.2.10 "General Meeting" shall mean an Annual General Meeting or a Special General Meeting.
- 2.2.11 "In writing" shall include written and electronic correspondence.
- 2.2.12 The singular where necessary includes the plural.
- 2.2.13 "Time" as regards a meeting or match includes date and hour.

3. POWERS:

The Association shall have all the powers conferred by section 25 of the Act.

Explanatory Note; Section 25 of the Act is the section which provides the Association with the power to own property invest funds and enter into contracts.

4. OBJECTS:

The objects of The Association shall be:

- 4.1 To encourage, promote, control, manage, and improve the game of hockey in Mount Gambier through the Lower South East of South Australia and South West Victoria where there are participating members.
- 4.2 To encourage participation in interstate and carnival matches.
- 4.3 To provide and maintain a club house for the use of members of The Association.
- 4.4 To provide social facilities and amenities for use of members of The Association.
- 4.5 To maintain property including leasehold and freehold property and arrange for its proper use amongst members of The Association.

5. COMPOSITION:

The Association shall consist of such clubs as are affiliated with the Lower South East Hockey Association Incorporated.

6. MEMBERSHIP:

- 6.1 Membership of the Association shall be open to any Hockey Club whose constitution shall be approved by the Association.
- 6.2 A Member of the Association shall be either:
 - 6.2.1 A Club, or
 - 6.2.2 A Life Member.
- 6.3 Membership shall be for one year, from the 15th February to the 14th February next year unless terminated by resignation or expulsion. except for Life Members,

- 6.4 Every Member shall be liable for annual subscriptions and other fees as are prescribed from time to time and be bound by the Constitution and Bylaws of the Association. Each Member shall be issued with a free copy of the Constitution and By-laws.
- 6.5 A Club wishing to become a Member of the Association shall before the 15th February in the first year it applies for Membership, lodge with the Director of Administration an application signed by its secretary.
- 6.6 A Club wishing to withdraw from Membership shall do so by giving notice in writing to the Director of Administration and shall remain liable for all subscriptions and fees incurred up to the time and for the remainder of the season that the notice in writing of withdrawal is received by the Director of Administration.

7. LIFE MEMBERS:

- 7.1 The Executive shall have the power to elect as life member of The Association, any person who has rendered conspicuous service to The Association or to the game of hockey over a period of not less than 10 years, but not more than two persons shall be elected in any one year.
- 7.2 Nominations for Life Membership may be made by any Member or by the Board. All nominations should be accompanied by a detailed statement of the nominee's outstanding service on the approved form and reach the Director of Administration at least 28 days before the date set for the Annual General Meeting.
- 7.3 Life Members shall have the same privileges as individual Members of Clubs in that they may attend Annual General Meetings and Special General Meetings. The Director of Administration shall give each Life Member notice of meetings held and all functions arranged by the Association. In addition they may attend Board Meetings where they shall have voice but no vote.
- 7.4 The Life Members shall be acknowledged at each Annual General Meeting.

8. AFFILIATION WITH OTHER BODIES:

The Association may join or become affiliated with any other sporting or relevant body and may pay such fees thereto as may be decided from time to time by the Board.

9. ALTERATION OF THE CONSTITUTION:

9.1 Amendments

This Constitution may be amended, altered, added to, varied or rescinded in whole or in part by a resolution passed by a three quarters majority of votes cast by the Members present at the Annual General Meeting or at a Special General Meeting called specifically for that purpose and in accordance with the Constitution.

9.2 Defeated Amendments

No motion shall be entertained in the same calendar year as that in which a motion for a similar purpose has been defeated.

9.3 Notice of Motion

Notice of any motion affecting the Constitution shall be given to the Association in writing, signed by the proposer and seconder, not less than twenty one days before the meeting at which it is proposed it should be moved.

9.4 Notice to Members

9.4.1 The Director of Administration shall forward to each Member a notice setting out the purport of such motion not less than fourteen days before any General Meeting.

9.4.2 Such notice shall be deemed to have been duly given if delivered or posted to a Member at its last notified address.

9.5 Amendment of Motion

Upon such motion being moved the Chairperson shall allow any amendment or amendments of the motion which, in his or her opinion is relevant to the subject matter of the motion, and of such a nature as to be within the intent and scope of the matter comprised in the notice of motion.

10. DISSOLUTION:

10.1 A Special General Meeting of the Association called for the specific purpose shall have power by a majority of three quarters of the votes cast to resolve that the Association be dissolved.

10.2 If after the dissolution of the Association there remains "surplus assets" as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.

10.3 Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.

11. THE EXECUTIVE

11.1 Composition and Operation

- 11.1.1 Shall consist of The Director of Hockey (President and Chair of the Executive), The Director of Administration (Secretary), The Director of Finance (Treasurer) the Director of Facilities and the Director of Competitions
- 11.1.2 Shall meet at least once per month, or more frequently if deemed necessary by the Director of Hockey or the Board.
- 11.1.3 Shall have responsibility for the day-to-day running of the Association
- 11.1.4 Urgent meetings may be called by the Director of Hockey or any two members of the Executive provided 24 hours notice is given to all members of the Executive. If an emergency requires a decision more immediately three Directors may make such decision provided a properly constituted meeting is called within 48 hours to ratify that decision.
- 11.1.5 All meetings of the Executive will be minuted and the minutes distributed through the Director of Administration within 7 days of the meeting. For distribution to all members.
- 11.1.6 Shall be empowered to authorise expenditure of the Association funds of a necessary and ordinary working expense, and, in an emergency to incur special liabilities between Board of Management meetings.
- 11.1.7 Shall be responsible for all matters in relation to Fixtures: the programming of matches, grading of teams including promotion and relegation of teams.
- 11.1.8 Shall have the power to establish or delete coordinator positions from Management Committees.
- 11.1.9 Shall have the power to establish sub-committees and working groups as required to complete tasks and maintain the smooth operations of the Association.
- 11.1.10 Shall have the power to approve or reject members' nominations for the Investigation Tribunal. Where a nomination is rejected the member will notified within 7 days and will be required to submit an alternative nomination within 14 days.
- 11.1.11 Shall have the power to dismiss a member of a Management or Support Committee from their position if they are held not to be fulfilling the obligations of their role by a simple majority of the full Executive excluding the Director of the Committee of which the person is a member. The vacancy arising through the dismissal shall become the responsibility of the member which was represented by the dismissed committee member.

- 11.1.12 Following the AGM the incoming Executive shall assume their position within the Association from the 31st of October each year.
- 11.1.13 Executive positions are to be of a fixed two (2) year term or at the discretion of the Board of Management. This is to be structured so that only half of the Executive is required to retire each season.
- 11.1.14 Three (3) members shall form a quorum for an Executive Meeting.
- 11.1.15 Any vacancy on the Executive whether casual or otherwise occurring during the year shall be filled by the Board at the first meeting following such vacancy or as soon as possible thereafter.

11.2 Duties Of Directors:

11.2.1 The Director of Hockey shall:

- a) Preside at **all** meetings of the Board of Management and the Executive or delegate a substitute if deemed necessary.
- b) Be ex officio member of all Management Committees Support Committees and sub-committees.
- c) Be the Public Officer.
- d) Be responsible for representing the Association at all official functions or delegate a substitute if deemed necessary.

11.2.2 The Director of Finance shall :

- a) Be responsible for chairing and overseeing the Finance Committee.
- b) Be responsible for receiving and issuing receipts for all monies due to the Association, payment of all accounts passed by the Board of Management, banking of all money received and keeping correct books and accounts showing finance affairs of the Association.
- c) Report to the Board and members on the financial status of the Association on a monthly basis or as required.
- d) Oversee the function of actively seeking sponsorship from large and small corporate business and corporations on behalf on the association.
- e) Submit to the Annual General Meeting a statement of accounts for the past year.
- f) Submit a copy of the financial statement to the Auditor approved by the Board of Management for verification on or before the 28th of February in each year.
- g) Present the Auditors Report the first Board meeting in April each year.

11.2.3 The Director of Administration and Records shall:

- a) Be responsible for chairing and overseeing the Administration & Records Committee.
- b) Oversee all administration directions of a General Meeting, Board of Management and Executive Meetings and in particular should:
- c) Ensure due compliance with the Constitution, by-laws and the provisions of the Act.
- d) Ensure notification of changes to the by-laws and the annual publication and distribution of the by-laws to all members.
- e) Duly call all meetings when necessary and provide an agenda at such times as required for such meetings and ensure the recording of minutes of business transacted there at.
- f) Oversee the receipt and processing of all incoming association correspondence and its distribution to directors and members as required.
- g) Be responsible for overseeing the registers of all players.
- h) Ascertain from Members the explanation of all contraventions of the registration and qualification/permit rules and report thereon to the Board.
- i) Be responsible for recording the results of all matches played in the competitions and make available for promotion to wider community through all reasonably available medium.
- j) Be responsible for overseeing all duties regarding the Association Best and Fairest Medal Counts.

11.2.4 The Director of Facilities shall:

- a) Be responsible for chairing and overseeing the Facilities Committee
- b) Be responsible for the efficient and profitable running of the association bar and canteen facilities
- c) Be responsible for allocating access to the turf for special events and maintenance associated with the current grounds and facilities.

11.2.5 The Director of Competitions shall:

- a) Be responsible for chairing and overseeing competitions committee.
- b) Oversee all junior coaching, selection, training and talent and state championship squads
- c) Oversee all junior selection committees.
- d) Oversee selection of managers and coaches for all association representative teams.
- e) Be responsible for allocation of Turf training times

- f) Be responsible for overseeing organisation of presentations on Grand Final days.
- g) Be responsible for ensuring the programming of umpiring for all matches.
- h) Oversee recruitment, training and coaching of new and existing umpires and work in partnership with all members to further enhance umpire retention.
- i) Promote where possible the game of Hockey in all aspects in accordance with the association strategic plan.

12. THE BOARD OF MANAGEMENT:

12.1 Composition

The Board of Management shall consist of the Director of Hockey Director of Administration, Director of Finance, Director of Facilities, Director of Competitions and Members' Delegates.

12.2 Powers of the Board of Management

The Board of Management shall have the power:

- 12.2.1 To conduct and manage the business, property and assets of the Association and may exercise all powers of the Association as are not required by the Act or this Constitution to be exercised by the Association in general meeting.
- 12.2.2 To make, amend or rescind by-laws from time to time, consistent with this constitution, to regulate the manner in which anything in this constitution shall be carried out where the same is not specifically provided. Such by-laws shall be recorded in a book retained for the purpose.
- 12.2.3 Any motion to change the by-laws must be notified to all members at least seven days prior to the meeting at which it is proposed to make the amendment. The notice of motion must clearly set out the proposed wording of the amended by-law.
- 12.2.4 The by-laws shall be printed and distributed to all members each year with a table highlighting the changes from the previous year.
- 12.2.5 To impose such levies on members as shall be necessary to enable The Association to discharge its liabilities for the current season.
- 12.2.6 To appoint subcommittees to deal with any matters coming within its scope and delegate any of its powers to such subcommittees.
- 12.2.7 To determine all disputes between members as may be referred to it.
- 12.2.8 To deal with, settle or determine any matters that may arise and which are not specifically provided for, covered, dealt with or referred to in this Constitution.

- 12.2.9 To inflict penalties on members or any individual for contravention of the by-laws or this constitution, where no penalty is provided.
- 12.2.10 To dismiss a Director who fails to meet the obligations of their role as defined by the LSEHA Constitution, by a vote of three quarters of those present.
- 12.2.11 To terminate the affiliation of a member for reason it shall deem fit, a three quarters majority of those present and voting shall be required for such termination. Notice of intention to move for termination of the member's affiliation shall be sent by certified mail to the member's last notified Secretary at least 21 days before the Management Committee Meeting which will deal with the motion.

12.3 Meetings and Representation

- 12.3.1 All home clubs must have one (1) delegate, with voting rights at Board of Management meetings exclusive of Directors.
- 12.3.2 Away clubs may nominate a proxy to vote on their behalf. The proxy may be a delegate of another member, a Director or such other person as the member advises the Director of Administration in writing prior to the commencement of the meeting.
- 12.3.3 Three Directors and delegates from half the members shall form a quorum.
- 12.3.4 The chairperson shall be the Director of Hockey or in their absence another Director elected by the meeting.
- 12.3.5 Subject to the Constitution, rules and by-laws and to any resolution passed by the Association in General Meeting, the Board of Management shall exercise in general oversight of the affairs of the Association.
- 12.3.6 The Board of Management shall meet at least four times per year and at such other times as may be required.
- 12.3.7 The Director of Administration shall advise each Director and each member's secretary at least forty eight (48) hours prior to the appointed time for a meeting of the business to be transacted
- 12.3.8 Minutes of each meeting shall be recorded by a member of the Administration/Record Committee and be circulated to all Executive Officers and members' secretaries within 7 days of the meeting's completion.
- 12.3.9 The order of business to be conducted at Management Committees meeting shall be:
 - a) Reading and confirmation of the minutes of the previous meeting.
 - b) Business arising from the previous minutes.
 - c) Directors Reports

- d) For Quarterly Meetings – the main agenda item, as described in 12.3.10.
 - e) General Business and other agenda items.
- 12.3.10 The four Quarterly Meetings shall have as their main agenda item the following:
- a) October – setting the expenditure budget for the following year;
 - b) February – approval of the by-laws for the coming season and setting team fees in accordance with the budget;
 - c) May – reviewing the Associations Strategic Plan and making such amendments as may be required;
 - d) August – approval of plans for the Association Presentation night and putting to the Executive any nominations for Life Membership.
- 12.3.11 In addition to the main items of business above the Board may at any of these meetings conduct business within its powers as detailed in 12.2.
- 12.3.12 No delegate of an affiliated club shall be eligible to vote at any Board Meeting if the member they represent has failed to pay any amount due to Association after thirty (30) days of issue of any official LSEHA account.

13. SUPPORT COMMITTEES

13.1 Finance Committee shall:

- 13.1.1 Consist of the Director of Finance , the Assistant Treasurer, The Grants Coordinator and the Sponsorship Coordinator and be responsible for all Coordinators' duties as determined by the Board and contained in the By-laws as Coordinators Job Descriptions
- 13.1.2 Provide the Board with proposed budget forecasting and investment options for approval
- 13.1.3 Seek, assess, evaluate and complete all grants applications for approval by the Board.
- 13.1.4 Provide the Board with costs and evaluations of all proposed projects for approval
- 13.1.5 Advise on all matters pertaining to the efficient and profitable running of the Association bar and canteen facilities.
- 13.1.6 Organise and arrange all association fund raising events as approved by the Board.

13.2 Administration and Records Committee shall:

- 13.2.1 Consist of the Director of Administration and Records and three Support Coordinators and be responsible for all Coordinators' duties as determined by the Board and contained in the By-laws as "Delegates Coordinators Job Descriptions"
- 13.2.2 Be responsible for all association administration requirements and arrange in an orderly fashion all association records
- 13.2.3 Organise the printing and distribution of official program booklet of competition fixtures as instructed by the Executive.
- 13.2.4 Maintain all association communication through email registry supply regular bulletins and newsletters as directed by the Executive.
- 13.2.5 Arrange tribunal hearings as required in accordance with Clause 20.
- 13.2.6 Be responsible for all duties regarding the association Best and Fairest Medal Count presentations including the ordering of all trophies in conjunction with the Competitions Committee.
- 13.2.7 Review and maintain association Strategic Plan, Constitution and By-laws, subject to the constitution, and bylaws and act to any resolution passed by the association in General Meeting.

13.3 Duties Of Support Coordinators

- 13.3.1 The Assistant Treasurer – shall provide assistance to the Director of Finance in the carrying out of such duties as banking, counting monies, paying invoices and similar duties as required from time to time.
- 13.3.2 The Grants Coordinator – shall be responsible for assisting Executive Officers in compiling applications for grants for funding for the activities of the Association.
- 13.3.3 The Sponsorship Coordinator – shall be responsible for the seeking out of sponsors, for developing sponsorship packages and developing and maintaining relationships with existing and potential sponsors.
- 13.3.4 Administration Coordinator – shall assist the Director of Administration by the taking and keeping of minutes of Association Minutes, dealing with correspondence and other administrative functions as they arise.
- 13.3.5 Records Coordinators (Men's and Women's) – shall assist the Director of Administration in the maintaining of the Associations registry of players and playing records and in identifying breaches of the by-laws with respect to registration of players, playing of matches and the granting of clearances.

14. MANAGEMENT COMMITTEES

14.1 The Facilities Committee shall:

- 14.1.1 Consist of the Director of Facilities, at least six Coordinators and representatives from each of the clubs. The Committee shall be responsible for all Coordinators' duties as determined by the Board and contained in the Operations Manual as "Coordinators Job Descriptions".
- 14.1.2 Manage and maintain the association's facilities in good and efficient working order to ensure facilities are available to all members and are kept in safe and sound condition.
- 14.1.3 Provide the Board with complete building and development plans as per the association strategic plan for approval by the Board and on approval manage resources required to complete scheduled projects.

14.2 Competitions Committee shall:

- 14.2.1 Consist of the Director of Competitions, at least six Coordinators and representatives from each of the clubs. The Committee shall be responsible for all Coordinators' duties as determined by the Board and contained in the Operations Manual as "Coordinators Job Descriptions".
- 14.2.2 Promote all aspects of the game of Hockey as per goals of the association strategic plan.
- 14.2.3 Be responsible for organising presentations on Grand Final Days and Association Trophy presentations.
- 14.2.4 Be responsible for planning and co-ordinating all hosted carnivals and events
- 14.2.5 Be responsible for maintaining and the return of association uniforms.

14.3 Management Committee meetings shall consist of the Director responsible for chairing the committee, all Coordinators nominated to the Committee and a representative of each club.

Explanatory Note: Where a club has more than one Coordinator position on a Committee the attendance of one such coordinator will meet that club's obligation to be represented.

14.4 The quorum for all Committees shall be half the membership of the committee plus one.

14.5 Each Management Committee shall meet at least once every second month and at such times as it, the Board or Executive Officer responsible may decide.

- 14.6 In the absence of the Director responsible for chairing the committee the Committee shall nominate a suitable replacement from those present at the meeting.
- 14.7 The Director of each committee shall advise each Coordinator, each member's secretary and the Directors of Administration and Hockey at least forty eight (48) hours prior to the appointed time for a meeting of the business to be transacted.
- 14.8 Minutes of each Committee must be recorded by a designated committee member and circulated to all Executive Officers and members' secretaries within 7 days of the meeting's completion.
- 14.9 The order of business to be conducted at Management Committees meeting is as follows:
- a) Reading and confirmation the minutes of the previous meeting.
 - b) Business arising from the previous minutes.
 - c) Correspondence in and out
 - d) Business arising from correspondence
 - e) Delegates reports
 - f) General business including agenda items

14.10 Coordinators Positions

Home Clubs are required to nominate coordinator for each of the management committees.

Nominations for each clubs preferred coordinators positions will be received at the time of registering club nominations.

14.10.1 Where the number of nominations exceeds the number of coordinator positions vacant the allocation of coordinator roles will be determined at the first meeting of the Management Committee in question. Regardless of the number of coordinators nominated or elected all members have the right to be represented at Management Committee Meetings and must meet their obligation to attend meetings in accordance with this Constitution.

14.10.2 If there are insufficient nominations to fill all Coordinator positions Home Clubs will be required to nominate individuals to fill the roles. The requirement to nominate will fall first upon the Home Club with the fewest Coordinators. In determining which member has the fewest coordinators members with two or fewer senior teams will have each coordinator position held count as two.

15. EXECUTIVE OFFICERS AND SUPPORT COORDINATORS

15.1 Nomination of Executive Officers and Coordinators

- 15.1.1 All Home clubs with two (2) or more adult grade teams must nominate for at least two positions, Home clubs with a single senior team are required to nominate for at least one position. All other member clubs are eligible and strongly encouraged to provide candidates for positions.
- 15.1.2 The Board shall appoint a Returning Officer for the receipt of nominations for Office Bearers.
- 15.1.3 Nominations shall be sent to the Returning Officer at the appointed place as determined by the Board and be received at least 7 days prior to the General Meeting.
- 15.1.4 Nominations shall be on the official nomination form as sent by the Director of Administration and signed by the Secretary of the Member and must be lodged in a sealed envelope.

15.2 Obligations of Executive Officers and Coordinators

- 15.2.1 Discharge the duties of their role with the best interests of the Association and its members in mind at all times.
- 15.2.2 Avoid any situation which could lead to a conflict of interest.
- 15.2.3 Declare any conflict of interest which might arise.
- 15.2.4 Put the interests of the Association ahead of any individual member.
- 15.2.5 Act with honesty and integrity in all dealings carried out on behalf of the Association.

16. VOTING AT GENERAL MEETINGS:

16.1 Eligibility to Vote at General Meetings

- 16.1.1 Delegates shall be permitted to move motions and amendments have a voice and to vote at General Meetings of the Association unless the Member they represent has failed to pay any outstanding financial dues by the date of the General Meeting as advised in writing on resolution of the Board.
- 16.1.2 Away clubs may nominate a proxy-Delegate to vote on their behalf. The proxy may be a Director or member of another club but must not be the delegate of another club. The notification of the proxy must reach the Director of Administration prior to the commencement of the meeting.
- 16.1.3 No Delegate or their proxy-Delegate may represent or vote for more than one Member at any General Meeting.

- 16.1.4 A Delegate of a Member shall have the right to exercise two votes per senior team and one vote per underage team registered by that Club with the Association.
- 16.1.5 Each Life Member shall have the right to cast a single vote.
- 16.1.6 Directors shall be permitted to attend General Meetings and shall be permitted to move motions and amendments and shall have a voice but shall not be permitted to vote. In the event of a Director being appointed a Delegate by a Member then Rules applying to Delegates will apply.
- 16.1.7 Individuals registered with a Member shall be permitted to attend General Meetings and shall have a voice only and shall not be permitted to vote.
- 16.1.8 Any Delegate who has a pecuniary interest in any resolution proposed at a General Meeting of the Association shall disclose that interest and shall not take part in discussion or vote with respect to that resolution.
- 16.1.9 Absent votes may be lodged by Away Clubs eligible to vote. All absent votes shall be on the official absent vote form and be signed by the Secretary of the Member and forwarded in a sealed envelope and shall be in the hands of the Returning Officer before the opening of the General Meeting.

16.2 Quorum

Delegates and proxies representing more than half the members eligible to vote shall form a quorum at a General Meeting.

16.3 Procedures of Voting at General Meetings

- 16.3.1 When only sufficient nominations are received for an office or offices the persons nominated shall be declared elected.
- 16.3.2 When more nominations are received than are required there shall be a vote among those present and eligible to vote. Voting shall be by a show of hands unless a ballot is called for by any Delegate who is eligible to vote. In either case the voting shall be conducted by the Returning Officer, assisted by the scrutineers who shall attribute to each Member the number of votes to which they are entitled.
- 16.3.3 Ballot papers shall be printed at the direction of the Returning Officer.
- 16.3.4 When a ballot is required for any reason, the Meeting shall appoint two scrutineers to assist the Returning Officer from among those present, who are not standing for election and who are not eligible to vote.
- 16.3.5 Votes shall be cast on the official voting paper and registered by a cross opposite the name of the candidate.
- 16.3.6 The name of the Member shall appear on the voting paper in order that the number of votes to which they are entitled can be attributed to them.
- 16.3.7 Ballot papers shall be kept for ten (10) days after the declaration of the results of the election, when they shall be destroyed unless an appeal has been lodged.
- 16.3.8 Voting on motions on notice shall be by a show of hands unless a ballot is called for by any Delegate who is eligible to vote. In either case the voting shall be conducted by the Returning Officer, assisted by the scrutineers who shall attribute to each Member the number of votes to which they are entitled.
- 16.3.9 When the Returning Officer is in possession of absent votes from Away Clubs these votes must be cast as directed by the Away Club and the number of votes to which they are entitled shall be attributed to them.

16.4 Election Appeals and Election Appeals Committee

- 16.4.1 When a dispute arises in connection with the election of any position an appeal may be made by a person who was a nominee for the position in dispute and which was the subject of a contested election.
- 16.4.2 Such an appeal may only be made by the person who was a nominee for the position in dispute. The appeal shall be in writing giving the details of the grounds for the appeal and shall be forwarded to the Returning Officer at the postal address of the Association to reach that address no later than seven days after the declaration of the result of the election.

- 16.4.3 The appeal shall be placed before the Board as soon as may be after receipt by the Returning Officer.
- 16.4.4 The Board shall appoint as many of its Directors who are disinterested parties to the dispute, to form an Election Appeals Committee.
- 16.4.5 The Election Appeals Committee shall give the person who is appealing and also the person whose election has been disputed an opportunity to submit evidence and the Election Appeals Committee shall have the power to call for such additional evidence or documents as they consider relevant to the dispute.
- 16.4.6 The decision of the Election Appeals Committee shall be final.

17. ANNUAL GENERAL MEETING

- 17.1 The Annual General Meeting shall be held on a date prior to the end of the winter hockey season as set by the Executive, for the purpose of:
 - 17.1.1 Receiving and discussing the Annual Report, Statement of Accounts the Auditors report and the minutes of the previous Annual General Meeting.
 - 17.1.2 Appointing an independent qualified Auditor as required by the Act.
 - 17.1.3 Electing Executive Officers of the Association to vacancies in the following positions:
 - a) Director of Hockey (President);
 - b) Director of Administration (Secretary)
 - c) Director of Finance;
 - d) Director of Competitions;
 - e) Director of Facilities.
 - 17.1.4 Electing Coordinators to the Support Committees in the following positions:
 - a) Assistant Treasurer
 - b) Grants Coordinator
 - c) Sponsorship Coordinator
 - d) Administration Coordinator
 - e) Men's Records Coordinator
 - f) Women's Records Coordinator.
 - 17.1.5 Deciding motions on notice to make amendments, alterations, additions, variations or rescissions to the Constitution.
 - 17.1.6 Deciding other motions on notice.
- 17.2 No business other than as in sub-paragraphs 17.1.1 to 17.1.6 above shall be transacted at the Annual General Meeting.

- 17.3 A Member or a Director intending to move a motion at the Annual General Meeting shall give notice in writing to the Director of Administration at least 7 days prior to the Annual General Meeting.

18. SPECIAL GENERAL MEETING

- 18.1 A Special General Meeting shall be convened by the Director of Administration:
- 18.1.1 At the written request of the Director of Hockey; or
 - 18.1.2 Upon the written request signed by the Secretaries of three Members; or
 - 18.1.3 At the direction of the Annual General Meeting.
- 18.2 Each request shall be in writing and shall specify the business, which is required to be submitted to the meeting.
- 18.3 Such meeting shall be held within 21 days of the Association receiving the written request or at the time directed by the Annual General Meeting.
- 18.4 In the event of the Association failing to comply with Clause 18.3 then those Members requesting the meeting may convene the meeting.
- 18.5 In the event of the Association failing to comply with Clause 18.1.3 one of the Directors may convene the meeting.
- 18.6 No business other than that specified in the requisition shall be conducted at such a meeting except that which in the opinion of the Director of Hockey, or the person acting as Chairman, is an amendment relevant to the subject matter of the motion, or directly arising out of the matter comprised in the motion.

19. NOTICE OF GENERAL MEETINGS

19.1 Annual General Meeting

At least fourteen days before the time set for the Annual General Meeting the Members and Directors shall be advised in writing of the time and place of the Annual General Meeting, positions to be filled on the Board and notification of the date by which the nominations and notices of motions must be received by the Returning Officer.

19.2 Special General Meeting

At least fourteen days notice in writing, setting out the business to be conducted, shall be given to all Members and Directors

19.3 Failure to Receive Notice of General Meeting

Failure of a Member or Director to receive such notices shall not invalidate a meeting, resolution or election, unless it is shown to the satisfaction of the Investigation Tribunal that a substantial number of Members and Directors have not received such notice.

20. INVESTIGATION TRIBUNAL:

- 20.1 An Investigation Tribunal (the Tribunal) shall be established with the power to investigate and determine matters referred in accordance with this Constitution or alleged breaches of the by-laws.
- 20.2 The tribunal shall consist of nominees of each of the members as approved by the Executive. A quorum for a hearing shall require the presence of three tribunal members who are not themselves nominees of the club of a player or official who is charged with an offence, nor of the club against which the offence is alleged.
- 20.3 The tribunal shall have the power to:
 - 20.3.1 hear and deal with and finally decide reports of misconduct or of infringement of the Constitution, By-laws or Rules against any Member, Official, Team or individual.
 - 20.3.2 hear and decide upon any questions referred by the Board and to make such inquiries as it deems necessary to discover or clarify to the facts of a situation and to make findings as to the facts and remit the findings and the reasons for those findings to the Board;
 - 20.3.3 investigate the circumstances surrounding the failure of members or Directors to receive notification of a meeting and determine the validity or otherwise of such meeting;
 - 20.3.4 Impose a penalty on any member or individual found to be in breach of this Constitution, the Association By-laws or the Rules of Hockey. Such penalties may take the form of suspension, fines, warnings or reprimands; where deemed appropriate such penalties may be suspended.
 - 20.3.5 Impose a penalty on any member or individual found to be knowingly misleading the tribunal in its determinations by the making of false statements or deliberately withholding relevant information. Such penalties may take the form of suspension, fines, warnings or reprimands; where deemed appropriate such penalties may be suspended.
- 20.4 In conducting its investigations the Tribunal shall have the power to:
 - 20.4.1 Conduct hearings and investigations in such a manner as in its absolute discretion is deemed fit.
 - 20.4.2 At its absolute discretion admit or reject any evidence given or tendered at a hearing.
 - 20.4.3 Summon any person to appear and give evidence at a hearing. Any person who is summoned to appear and fails without valid reason to appear will be suspended from playing or acting as an official of a member until such time as they do appear.
 - 20.4.4 Adjourn a hearing from time to time, as may be convenient.

- 20.5 The Tribunal alone shall have the responsibility of exercising and shall exercise the powers of the Association in relation to hearing and determining charges against players and other persons referred to it pursuant to these Rules and By Laws and the infliction of penalties arising from the exercise of this power.
- 20.6 A penalty imposed by the Tribunal shall have immediate affect unless subject to an appeal.
- 20.7 Having conducted its investigations the Tribunal shall report its findings to the Executive via the Director of Administration within 21 days of completion.
- 20.8 Appeals against decisions of The Tribunal shall be referred to an independent body or person identified for the purpose and agreed as appropriate by the Board of Management.

21. FINANCE:

- 21.1 Liability of the Association: The Association shall not be responsible for any debts incurred by affiliated bodies or clubs and no person other than the Director of Hockey shall incur any expense to the Association, unless with the written consent of The Association.
- 21.2 Special Accounts: Monies raised by The Association for specific purposes may be paid into special accounts and be used only for that specific purpose or with the consent of a two thirds majority present at a Board of Management Meeting be transferred to another account.
- 21.3 Executive Officers shall have the power to spend on behalf of the Association for immediate expense in accordance with the Association Budget established by the Board.
- 21.4 The Financial year of the Association shall commence on 1st April in one year and end on the 31st March the next year.
- 21.5 The income and capital of The Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.
- 21.6 The Board of Management shall fix fees for the ensuring year bearing in mind projected working expenses of The Association and its affairs.

22. INDEMNITY AND GENERAL

- 22.1 No affiliated club, official or member of The Association shall have any claim, legal or otherwise, against the Association or its officers, for any act done in execution of their office which may affect an official member.
- 22.2 This Constitution shall repeal all previous Constitutions in their entirety.

22.3 The Association shall indemnify any officer of The Association acting in good faith and within the scope of their duties or what they believe to be their duties, against any claim, liability or loss or damage, which may be consequence of any one act, omission, error or oversight on their part.