



Parkes Hockey Incorporated

Constitution

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STATEMENT OF OBJECTIVES

The objectives for which the Incorporation of the Parkes Hockey Incorporated is established are:

- a. To encourage, promote and improve hockey within the Parkes District.
- b. To co-operate with others in the pursuit of (a); and
- c. To provide a basis for the control of hockey within the Parkes district.

ASSOCIATED INCORPORATED REGULATIONS UNDER THE ASSOCIATIONS INCORPORATED ACT 1 – SCHEDULE 3.

NAME

1-1 The name of the Incorporated Association is the Parkes Hockey Incorporated, (in these rules called the “Incorporation”). And previously known as Parkes Hockey Association Incorporated.

AFFILIATION

1-2 Affiliation is open to all Clubs in the Parkes District to engage in or who are interested in the pursuit of Hockey.

- a. Parkes Hockey Incorporated shall at all times be bound by the constitution, Rules and Regulations of Hockey New South Wales Limited:
- b. Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of Parkes Hockey Inc and those of Hockey New South Wales Limited , then to the extent of such inconsistency, the Constitution Rules and Regulations of Hockey New South Wales Limited shall prevail;
- c. Parkes Hockey Incorporated shall be bound by the lawful decisions of the Board of Hockey New South Wales Limited and shall do all things necessary to implement and enforce such decisions.

MEMBERSHIP

3-1 Members of the Incorporation will consist of:

- a. A natural person who is nominated and approved for membership for membership as provided in these rules is eligible to be a member of the Incorporation.
- b. Members of the membership committee
- c. Patrons
- d. Financial members of all Affiliated Clubs, whose names are listed in the Register of members.
- e. Life members
- f. Associated members (non-players).

3-2 A nomination of a person for membership of the Incorporation:

- a. Shall be made in writing in the form set out in Appendix 1;
- b. Shall be lodged with the Secretary of the Incorporation.

3-3 As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the committee.

3-4 Upon nomination being referred the Committee, the Committee shall determine whether to approve or to reject the nomination

3-5 Should a nomination not be approved by the Committee, the Committee shall, with as little delay as possible, notify the Nominee in writing that the application has not been successful.

3-6 The Secretary shall enter the Nominees name in the register in the register of members kept by him/her and, upon being so entered, the Nominee becomes a member of the incorporation.

3-7 (a) A right, privilege or obligation of a person by reason of his membership of the Incorporation:

- i. Is not capable of being transferred or transmitted to another person
- ii. Terminates upon the cessation of his membership whether by death or resignation or otherwise.

(b) LIFE MEMBERSHIP

The Incorporation shall have the power to confer Life Membership on any person who has given meritorious services to the Incorporation over a period of at least ten (10) years (which includes services to Parkes Men's, Parkes Women's and Parkes Junior and girls).

PROVIDED that:

- i. Each be nominated by the two (2) executive members of the Management Committee stating the qualifications of the person so nominated.
- ii. Notice of nomination and all such qualifications be advertised in the local paper seven (7) days before the Annual General Meeting.
- iii. The election of a Life Member shall be by ballot at the Annual General Meeting and a two-thirds (2/3rds) majority of voting members present shall be necessary for his or her election.
- iv. They shall enjoy the same rights and privileges as any member of the Incorporation.

(c) ASSOCIATE MEMBERSHIP

The Incorporation may grant associated membership to any person a body who is not a registered member of any affiliated team.

3-8 A financial member is to be registered when registered by a Club as a player as at the first day of April of any year and is therefore, deemed to be a member, provided that a person has paid the prescribed fees by the required date and a registration form has been forwarded to the Secretary (refer appendix 1).

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4-1 The annual membership levy is payable as determined by the members at the annual general meeting of each year. Further levies may be deemed payable by the Committee for participation in various competitions organised and conducted by the Incorporated
- 4-2 Associate members shall pay a fee as from time to time it is determined as the annual general meeting of the Incorporation.
- 4-3 Fees are due and payable determined by the Management Committee.
- 4-4 The members of the Incorporation shall have no liability to contribute towards payment of debts and liabilities of the Incorporation or the costs, charges and expenses of the winding up of the Incorporation.

REGISTER OF MEMBERS

- 5-1 The Secretary shall keep and maintain a register of members in which shall be entered:
 - (a) Full name;
 - (b) Address;
 - (c) Date of entry – date of each member and their status and the registers shall be available for inspection at the address of the Secretary within reasonable hours.

REGISTRATION OF MEMBERS

- 6-1 A member of the Incorporation who has paid all monies due to and payable by him to the Incorporation may resign from the Incorporation by first giving one month's notice in writing to the Secretary of their intention to resign and upon the expiration of that period of notice, to the member shall cease to be a member.
- 6-2 Upon the expiration of a notice given under the Sub-Clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

EXPULSION, SUSPENSION OR FINING OF MEMBERS

- 7-1 Subject to these Rules, the Executive may by resolution or the Judiciary Committee may:
 - (a) Expel a member from Incorporation;
 - (b) Suspend a member from membership or affiliation of the Incorporation for a specific period; or
 - (c) Fine a member in accordance with the Regulations, if the Committee is of the opinion that the member:
 - i. Has refused or neglected to comply with these rules; or
 - ii. Has been guilty of conduct unbecoming a member of affiliated team or prejudicial to the interests of the Incorporation.
- 7-2 A resolution of the Committee under sub-Clause (1A)
 - (a) Does not take effect unless the Committee, at a meeting held not earlier than 14 and no later than 28 days after the service on the member of a notice under Sub-Clause (14-2) confirms the resolution in accordance with this Clause; and

- (b) Where the member exercise a right of appeal to the Incorporation under this Clause the Resolution does not take effect unless the Incorporation confirms the resolution in accordance with this Clause.

ANNUAL GENERAL MEETING

- 8-1 The Incorporation shall convene an annual general meeting of its members within 5 months of the end of October.
- 8-2 The annual general meeting shall be held on such day as the Committee determines.
- 8-3 The annual general meeting shall be specified as such in the notice convening it.
- 8-4 The ordinary business of the annual general meeting shall be:
- (a) To confirm the minutes of the last preceding annual general meeting and of any special meetings held since that meeting.
 - (b) To receive from the Committee reports upon the transactions of the Incorporation during the last preceding financial year.
 - (c) To elect officers of the Incorporation and the ordinary members of the Committee.
 - (d) To receive and consider the statement submitted by the Incorporation in accordance with the Act.
 - (e) To determine the affiliation fee payable by each member.
 - (f) To determine the fee payable by Associate Members for the forthcoming year.
 - (g) To receive and approve the budget of the Incorporation for the following year.
- 8-5 The annual general meeting may transact special business of which notice is given in accordance with the rules.
- 8-6 The annual general meeting shall be an addition to any other general meetings that may be held in the same year.
- 8-7 The Secretary of the Incorporation shall, at least seven (7) days before the date fixed for holding a special general meeting of the Incorporation, cause minimum of three (3) advertisements of such a meeting, to be placed in three (3) separate editions of the Parkes Champion Post.

SPECIAL MEETINGS NOTICE

- 9-1 (a) The Secretary of the Incorporation shall, at least seven (7) days before the fixed time for holding a special general meeting of the Incorporation, cause to be sent to each Club Secretary of the Incorporation at their address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (b) The Secretary of the Incorporation shall, at least seven (7) days before the date fixed for holding a special general meeting if the Incorporation, cause minimum of three (3) advertisements of such a meeting to be placed in three (3) separate editions of the Parkes Champion Post.
- 9-2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

GENERAL MEETINGS

- 10-1 A General Meeting of the Incorporation shall be held each month during the season. A quorum at these meetings shall be seven (7) members with at least three (3) of whom are executive members.
- 10-2
- (a) The Executive Director or in his/her absence a Director shall preside as Chairman at all meeting.
 - (b) The Order of business shall be determined by the Chairman of the meeting and any matter not covered by him/her may be brought up in general business.
- 10-3 All persons entitled to be present may speak on any question.
- 10-4 A motion must be seconded and repeated from the chair before any discussion be permitted upon it.
- 10-5 All affiliated teams must be represented at general meetings by at least one (1) senior delegates. Failure to comply with the requirement would be liable to a fine which would be set annually.

OFFICE BEARERS

- 11-1 The Patron or Patrons, and an ordinary Auditor or Auditors shall be elected at the Annual General Meeting.
- 11-2 The Management Committee comprising of (15) members who will be elected at the Annual General Meeting if the Incorporation, such appointment will take effect immediately and will remain in force until next Annual General Meeting, unless resignation or votes of “no confidence”, vacate their position.

COMMITTEE OF MANAGEMENT

- 12-1 The officers of the Incorporation shall be –
- (a) Executive Director
 - (b) Secretary
 - (c) Treasurer
 - (d) Director – Men’s
 - (e) Director – Women’s
 - (f) Director – Juniors
- 12-2 The Officers of the Incorporation have the power to conduct the day to day affairs of the Incorporation between General Meetings.
- 12-3 Non-executive members of the management committee of:
- (a) Judiciary Chairman
 - (b) Coaching Chairman
 - (c) Promotions Chairman

- (d) Grounds and Maintenance Chairman
- (e) Umpire and Match Chairman
- (f) Assistant Treasurer - Junior
- (g) Assistant Treasurer – Senior
- (h) Canteen Supervisor
- (i) Registration and Grading Chairmen

12-4 The management Committee may fill any vacancy.

12-5 Officer bearers not attending three (3) consecutive meetings may be liable to suspension.

SUB-COMMITTEES

13-1 The following sub-Committees shall be elected at the 1st meeting of the Incorporation following the Annual General Meeting:

- (a) Grading Committee, consisting of no more than five (5) nominated members of PHI clubs and the Men's Director, Women's Director and Executive Director.
- (b) Judiciary Committee, consisting of the Judiciary Chairman and four (4) others members elected at the first General Meeting.
- (c) Grounds and Maintenance Committee, shall consist of two (2) members to join the Chairman.
- (d) Umpire and match Committee, shall consist of two (2) members to join the Chairman.
- (e) Two (2) delegates to represent the Incorporation at the Parkes Sports Council.

13-2 The following procedures are to be adhered to when the Judiciary Committee Chairman receives notification of a red card offence from a PHI Umpire and/or a citing letter from a PHI member:

- (a) The Chairman shall convene all meetings or nominate a Chairman in his/her absence.
- (b) If there is an even number of Judiciary Committee members present the delegated Chairman shall abstain from voting to ensure a result can be determined.
- (c) Judiciary Committee meaning those elected at the first General Meeting of PHI. The committee shall consist of four (4) affiliated members of PHI as well as the Judiciary Chairman.

13-3

- (a) The Chairman shall read and explain to the Committee in the presence of each other, the notification of a red card offence from a PHI Umpire and/or a citing letter from a PHI member. A minute taker will be decided upon at the start of the meeting.
- (b) The Committee will use the prescribed penalty guidelines (as per PHI Constitution 13-5) and provide to the offender a notification of suspension via either letter or email. The offender may either accept the prescribed penalty or request an appeal in writing within 48 hours.
- (c) The Committee may take into account the offender's history from, but not limited to, the last five (5) PHI playing seasons.

13-4

- (a) If an appeal hearing is required the Judiciary Chairman or his/her delegate shall convene a meeting where possible by the start of the next PHI playing round. If unable to schedule a hearing the offender will remain suspended from all PHI competitions until an Appeal Hearing has being convened (as per PHI Constitution 13-6a).

- (b) The appeal hearing shall consist of one member from each PHI affiliated club and the PHI Executive. A member of the PHI Executive will chair the Appeal Hearing and a minute taker will be decided upon at the start of the hearing.
- (c) The offender must be present for the Appeal Hearing and is entitled to one (1) non-voting support person. If the offender does not attend the Appeal Hearing the original sentence shall be imposed.
- (d) A general overview of the events that occurred in the original circumstances will be provided to the Appeal Hearing by the appropriate Competition Director (e.g. the Men's Director will provide the overview for a Men's competition breach) Evidence by those supporting and those defending the issue will be heard by the hearing. Parties will be questioned separately by the Appeal hearing with the Chairman of the Appeal Hearing having the right to determine the questions of order.
- (e) Those supporting or defending the issue shall retire while the Appeal Hearing considers its decision. Although the hearing may recall any or all of them, individually to clarify any matter of evidence.
- (f) The Appeal Hearing Chairman shall sum up the evidence and make recommendations to the Appeal Hearing. The Appeal Hearing may accept or reject the recommendation by a majority vote. If the recommendation is rejected the Appeal Hearing may in a written resolution, reduce or dismiss the charge.

13-5

In the case of a person or Club found guilty of an offence the following charges may apply or the Committee may recommend an appropriate penalty.

Ref	Offence committed:	First Offence	Second Offence
I	Disputing an Umpire's decision	Two (2) weeks	Four (4) weeks
ii	Verbally Abuse an Umpire	Two (2) weeks	Six (6) weeks
iii	Assault of an Umpire	Two (2) years	Five (5) years – Life
iv	Persistent and deliberate breach of the Rules	Two (2) weeks	Five (5) weeks
v	<p>a. Accumulation of three (3) temporary suspensions within one (1) season</p> <p>b. For every two (2) temporary suspensions after that, that player shall receive</p> <p>Note: Temporary Suspensions are included across all PHI competitions e.g. An "A" Grade Masters aged player receives two (2) temporary suspensions in "A" Grade and one (1) in "B" Grade equates to three (3) temporary suspensions.</p>	<p>One (1) week</p> <p>Two (2) weeks</p>	
vi	Acts detrimental to the Incorporation	Three (3) weeks	Five (5) weeks
vii	Abusive conduct while a spectator	Two (2) weeks	Five (5) weeks
viii	Striking another player	Three (3) weeks	Six (6) weeks
ix	Deliberately striking another player	Six (6) weeks	Ten (10) weeks
x	Striking another Player with a Hockey stick	Ten (10) weeks	One (1) year
xi	Deliberately striking another player with a Hockey stick	One (1) year	Life Suspension

xii	Spitting at a player/official	Five (5) weeks	Ten (10) weeks
xiii	Rough, dangerous, intimidatory play	Two (2) weeks	Five (5) weeks
xiv	Abusive and/ or offensive conduct	Three (3) weeks	Five (5) weeks
xv	Tripping another player	Two (2) weeks	Five (5) weeks
xvi	Deliberate throwing of a hockey stick	Five (5) weeks	Life Suspension
xvii	Assault or attempted assault of an match official by a spectator	Ten (10) weeks	Life Suspension
xvii	Breach the Hockey NSW Code of Conduct	One (1) week	Four (4) weeks

13-6

- (a) Any player, spectator or team who is permanently suspended by an umpire is automatically suspended (i.e. red card) until the Judiciary Committee hold a Judiciary hearing where a suspension will be decided upon. The Judiciary hearing is to be conducted within seven (7) days of the date of incident where possible and all relevant parties are to be notified of the outcome.
- (b) All players are entitled to appeal any Judiciary Committee prescribed penalties. Any appeals are to be heard by a PHI Appeal Hearing (as per PHI Constitution 13–4a) as soon as practically possible.
- (c) A “week” means a week during the playing season in which the Incorporation controlled matches would have been scheduled. General byes are excluded from counting towards weeks served. Regular season byes are included in counting towards weeks served.

MEETING VOTING RIGHTS

- 14-1 Each financial club shall have one (1) delegate per team eligible to vote.
- 14-2 Each officer bearer shall have one (1) vote.
- 14-3 Each Life Member shall have one (1) vote.
- 14-4 The Chairman shall have the right to vote on any matter or issue, where the voting is equal, he/she shall have in addition, a casting vote which he/she may exercise.
- 14-5 All members and intending members of the Incorporation may attend and have one vote at the Annual or Special General meetings.
- 14-6 With the exception of the Chairman, no person shall cast more than one (one) vote.

MISCELLANEOUS

- 15-1 Matters not mentioned on these rules may be dealt with by the Management Committee.
- 15-2 If, upon winding-up or dissolution of the Association remain any profit or assets whatsoever, the same shall be given up or transferred to some institution which have objects similar to the objects of the Association.
- 15-3 Each Club must have two (2) badged umpires for each team they have in the competition with at least half of these being Parkes ‘A’ or better. In addition, the Club must submit the name of one (1) reserve umpire who must hold no less than a Parkes ‘B’ badge.

Failure to comply with this clause would disqualify an offending Club from participating in the semi-finals of the competition.