

17. GVHA Constitution

Goulburn Valley Hockey Association Constitution

1.0 Name of Association

The name of the Association is Goulburn Valley Hockey Association Incorporated (in these rules called "the Association"), This Association is a non profit organization.

2.0 Definitions

2.1 within the constitution the following definitions apply unless the contrary intention is stated:

"club" means any club affiliated with the Association.

"committee" means the Association Delegates committee as in rule 4.1.

"Executive" means the Association Executive committee as stated in rule 4.3.

"Member" means any person affiliated with the Association.

"General Meeting" shall comprise only financial members of the Association.

Act° means the Associations Incorporation Act 1981.

3.0 Application for Membership

3.1 Clubs desiring to join the Association shall! Make application for membership to the Association through the secretary.

3.1.1 Executive will consider applications for membership at the subsequent Executive meeting.

3.1.2 Applicants will be advised in writing of the outcome of their application within 7 days of the Executive's decision,

3.1.3 Successful applicants will be provided with copies of:

- (a) constitution of the Association
- (b) By-laws of the Association
- (c) Playing Rules
- (d) Strategic Plan of the Association

3.2 Persons not affiliated with individual clubs may make application for membership of the Association by following the steps in 3.1 above.

3.3 clubs shall provide the secretary with names and addresses of their members. The Secretary shall keep and maintain a register of members in which shall be entered the full name of each member. Register shall be available to members at the address of the Public officer on written request.

3.3.1 Honorary Members

When any recognised Sporting Club is visiting the Association all members of that visiting Club and associated officials shall be deemed honorary members for that day.

3.4 The Association shall have the power to elect Honorary Life members. Any such membership is awarded to those who have rendered special service over a number of years to the Association or the

game.

3.5 Affiliation Fees

3.5.1 Affiliation and Turf Fees are presented to and passed at a committee meeting pre-season. Affiliation Fees are payable by the 4th playing week or as negotiated with the Executive.

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3.5.2 Non-playing members shall pay an annual fee as set by the Executive,

3.5.3 Life Members shall be members free of charge.

Revision Dale: October 1999 Page 1 4.0 Committees 4.1 The Association Delegates Committee shall consist of 4,1.1 President vice Presidents (3) secretary Assistant Secretary Treasurer Assistant Treasurer, plus Two delegates from each dub

A. 1.2 A quorum for the committee shall be a number equal to the number of clubs affiliated plus the chairperson,

4.1.3 A committee meeting shall be conducted at least once per year.

4.1.4 Delegates from each club shall be nominated by the club and registered with the Association as delegates.

4.15 In the advent of a delegate not being able to be present at a meeting then a proxy for the delegate must be appointed and informed to the secretary in writing prior to the meeting.

4.1.6 A Committee Meeting is open to all members of the Association but voting on business of the meeting is restricted to the committee members,

4.2 The day to day business of the Association shall be conducted by the Executive.

4.3 The Association Executive committee shall consist of:

4.3.1 President Vice Presidents secretary Assistant secretary Treasurer Assistant Treasurer

4.3.2 A quorum will comprise four. One of those to be President or vice President.

•4.4 Resignation/expulsion of member of Executive,

4.4.1 A member of the Executive may resign from office before the expiration of term if he/she so desires

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4.4.2 The Association in General Meeting may by resolution remove any member of the Executive before his/her expiration of the term by at least two thirds majority of votes at the meeting. ~ A

4,4.3 Such Executive member as mentioned in 4.4,2 may have opportunity of representation at the General Meeting where resolution is made,

4,4.4 Any office becoming vacant during the season can be filled by Executive appointment

4,5 Each officer of the Association shall hold such office until the Annual General Meeting after the date of his/her election but is eligible for re-election,

4.6 The Executive shall appoint any sub-committee as become necessary to be responsible to the Executive,

4.7 The Executive shall have power to investigate any breaches of rules. It shall have power to fine or suspend clubs/members. Any such penalty shall be withheld pending-an appeal.

Revision Date: October 1999 Page 2 5,0 Election of office bearers

5-1 Nominations for office bearers must be made in writing on the proforma provided by the secretary. The nominee shall also sign the nomination to indicate acceptance,

5.2 such nominations shall be in the hands of the secretary at least 48 hours before the Annual General Meeting,

5.3 All elections shall take place at the Annual General Meeting by secret ballot.

5.4 All nominees for executive positions require the support of the majority of persons present at the Annual General Meeting,

5.5 If no nominations are received for office by the time of the Annual General Meeting, the Chairperson has authority to seek nominations for vacant positions from the floor at the Annual General Meeting.

5.6 Nominations from the floor will not be accepted if a nomination for same office has been received. (~.1 and 52}

5-7 Nominations from the floor require confirmation by election at the AGM as in rules 5,3 and 5.4.

6.0 Annual General Meeting

6~1 The Association shall in each calendar year convene an Annual General Meeting. Such meeting shall be pre-season,

6.2 The Annual General Meeting shall be held on such day as the Executive determines.

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6.3 A notice advertising the AGM shall be placed in the newspapers of the region no less than 2 weeks prior to the scheduled meeting.

6.4 The Annual General Meeting shall be specified as such In the notice convening it.

6.5 The ordinary business of the Annual General Meeting shall be to:

- (a) confirm the minutes of the last Annual General Meeting.
- (b) Receive President and Treasurer report from the last preceding Association financial year.
- (c) Elect officers of the Association.
- (d) Receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act.

7.0 General Meeting

7.1 All General meetings other than the Annual General Meeting shall be called special General Meetings.

7.2 The committee may whenever it thinks fit convene a special General Meeting of the Association,

7.2.1 A quorum for General Meetings shall be a number equal to the number of clubs affiliated plus the chairperson.

7.3 The Executive shall on request in writing of members representing not less than 5% of the total number of members, convene a special General Meeting of the Association

7.3.1 such request to state purpose of meeting.

7.4 If the Executive 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.

Revision Date: October 1999 Page 3 8.0 Notice of Meetings

8.1 The secretary of the Association shall at [east 21 days before the date fixed for holding a General or committee Meeting, notify each club secretary of:

8.1.1 Date, place and time of such meeting and nature of business to be-transacted at the meeting. Notification shall also state that other business will be accepted prior to meeting,

8.1.2 A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary. The secretary shall include that business in the agenda. Such notice must be received prior to meeting.

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8.1. 3 No business other than that set out on the agenda shall be transacted at meeting

9.0 Proceedings at Meetings

9.1 No item of business shall be transacted at the General/Committee/Executive meeting unless a quorum of members entitled under these rules to vote is present.

9.2 Quorum for General/committee meetings as defined In 4,1.2

9.3 If within half an hour after the appointed time for the commencement of a General/Committee meeting a quorum is not present, the meeting shall be adjourned. The Chairperson shall set a date for the adjourned meeting. If at the adjourned meeting the quorum is not present within half an hour of the appointed time, the members present (not less than 5) shall be a quorum.

9.4 The President, or in his/her absence, a vice-President shall chair:

a) General/committee meetings of the Association.

b) In their absence, members present shall elect one of the Executive present to the chair.

9.5 Questions arising at a General/committee meeting of the Association shall be determined by the show of hands unless otherwise indicated in this constitution.

9.6 upon any question arising at a general/committee Meeting of the Association:

(a) A member has one vote only.

(b) All votes shall be given personally or by proxy.

(c) Proxy to be forwarded to the secretary in writing prior to the meeting on the official proxy form provided by the secretary.

(d) The chairperson has the casting vote,

(e) A member is not entitled to vote unless affiliation/subscription fees have been paid.

(f) Life Members are entitled to vote at General Meetings, 10.0 Proceedings of Executive
10.1 The Executive shall meet as required,

10.2 Quorum as stated in 4,3,2.

10.3 No item of business shall be transacted at an Executive meeting unless a quorum of members entitled to vote under these rules is present. (4,3.2).

10.4 If within half an hour after the appointed time for the commencement of an Executive meeting a quorum is not present, the meeting shall be dissolved.

10.5 The chairperson shall set date for the adjourned meeting. If at the adjourned meeting the quorum is not present within half an hour of the appointed time, the members present (not less than 3) shall be a quorum.

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10.6 The President or in his/her absence a vice-President shall chair Executive meetings.

10.7 Questions arising at an Executive meeting shall be determined by a show of hands.

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10.8 upon any question arising at an Executive meeting:

(a) A member has one vote only.

(b) All votes shall be given personally or by proxy - (c) The chairperson has the casting vote,

(d) A member is not entitled to vote unless affiliation/subscription fees have been paid,

11.0 Funds

11.1 The funds of the Association shall be derived from entrance fees. annual subscriptions, donations, grants and other such sources as the committee determines.

11.2 The Treasurer shall:

11.2.1 Present a financial report:

(i) At each Annual General/Committee Meeting, (ii) upon request for an Executive meeting,

11.2.2 Collect monies due to the Association and make all payments authorised by the Committee/Executive,

11.2.3 Keep correct account books showing the full details of all receipts and expenditure connected with the activities of the Association.

11.2.4 Keep all accounts and books referred to in sub-clause (b) and (c) and shall be made available for inspection by members on written request.

11.3 The accounts of the Association shall be audited prior to the Annual General Meeting each year

11.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, shall be signed by two members of the Executive.

11.5 The Committee shall have the power to control, dispose of, and invest the assets and funds of the Association,

12.0 Alteration of Rules and statement of Purposes

12.1 Any proposed alteration to these rules and the statement of purpose of the Association shall be submitted to General Meeting for approval, and if approved, such alteration shall be made in accordance with the Act.

12.2 By-Laws of the Association may be amended, altered, added to, varied or rescinded in whole or part by a resolution passed at any General Meeting. Refer 7.1 and 7.2.

12.2.1 Notice in writing setting out the proposed motion shall be given to each

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affiliated club at least 21 days prior to date of such meeting.

13.0 common seal

13.1 The common seal of the Association shall be kept in the custody of the secretary.

13.2 The common seal shall not be affixed to any instrument except by the authority of the Executive.

The fixing of the common seal shall be attested by the signature either of two members of the Executive or one member of the Executive and the Public officer.

Revision Date: october 1999 Page 5 14.0 winding up or cancellation

14.1 In the event of the winding up or the cancellation of the incorporation of the Association, the net assets of the Association will not be distributed to members but will be distributed to -

(a) a fund with objectives similar to those of the association, or

(b) a fund which is appropriated exclusively for a purpose referred to in paragraph (a) of the definition of 'community purpose' in the gaming No.2 Act 1997 ; or

(c) a community or charitable organisation.

15.0 custody of Records

15.1 Except as otherwise provided in these rules, the secretary shall keep in his/her control all books, documents and securities of the Association,

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Model Rules deemed to apply to The Goulburn Valley Hockey Association Inc.

(To be read in conjunction with the october 1999 revised rules) 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 -

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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 or 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 otherwise at law. 24. vacancies

The office of an officer of the Association, or of an ordinary 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 Law; or

c) resigns from office by notice in writing given to the secretary.