

**2006**

**Atherton Tableland  
Hockey Association  
Inc.**

Updated January 2015



**Incorporated Constitution – Document  
Adopted November 29<sup>th</sup> 2006.**

## **1. NAME**

The name of the Association shall be Atherton Tableland Hockey Association Incorporated (referred to throughout this document as “the Association”)

## **2. OBJECTIVES**

The objectives of the Association shall be:

- 1) To foster, promote, control and encourage the playing of hockey.
- 2) To arrange, manage and control all games involving teams visiting and of the area.
- 3) To seek, the representation of the association on any association or other body or bodies formed for the purpose of promotion and / or controlling the game of hockey in any part of the world and to co-operate with any such body or bodies in any way which the association deems conducive to the attachment of these objectives, or any one of them.
- 4) To promote the physical and social well- being and recreation of its members.
- 5) To hear, investigate and adjudicate upon any charge against my member or affiliated club/team.

## **3. MEMBERSHIP**

- 1) Subject to these rules the members of the association shall be members of the association/clubs/teams, which were affiliated, with the association immediately prior to incorporation together with such other people and organisations as the management committee admits to membership.
- 2) Membership is open to all individuals and organisations that accept the objectives and rules of the association.
- 3) Individuals and organisations wishing to become members of the association shall apply to the management committee for membership.
- 4) The management committee shall determine whether or not to accept an application for membership. The management committee is not required to supply reasons for accepting or rejecting an application for membership.
- 5) Association members shall pay such fees, as are determined by the association at an annual/special general meeting provided that in lieu of or in addition to individual membership fees the association at an annual/special genera meeting may set a fee for each affiliated club /team whereby the members of that club/team may thereupon become members of the association. If the membership fees are unable to be set at an annual/special general meeting, the management committee can set/or alter such fees at their discretion.
- 6) The association showing the name, address and date of the commencement of membership for each member shall keep a register of members. Provision for noting the date of cessation of membership shall also be contained in the register.
- 7) Membership shall cease upon registration, expulsion or failure to pay membership fees for the coming season and in the case of non-payment of affiliation fees from club/teams than any club/team failing to pay affiliation fees on or before the first day of competition shall forfeit all matches (refer By-Law 6e).

**Membership Item 3 Cont.**

- 8) The association, may at any annual general meeting elect as a life member of the association any member or former member of the association who has made an outstanding contribution to the advancement of hockey in the are provided that only one life member may be elected in any one year.
- 9) The association will be comprised of four non-financial clubs. All members will be asked to affiliate to one of these clubs. The management committee reserves the right to determine which club teams affiliate with each season.

**4. MEMBERS LIABILITY**

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

**5. DISCIPLINING OF MEMBERS**

The management committee shall determine the procedure for disciplining members.

**6. MANAGEMENT – BY THE MANAGEMENT COMMITTEE**

- 1) The association shall have its affairs controlled and managed by the office bearers and other members known as the management committee.
- 2) The office bearers shall be the president, Vice President, Secretary and treasurer plus the record officer, public relations officer, facilities officer, umpires officer, selection officer, competition officer, and canteen Manager. State representative team treasurer and building fund officer.
- 3) The office bearers shall be elected at each annual general meeting. A member appointed by the management committee may fill any casual vacancy occurring in the office bearers.
- 4) Each member of the management committee shall hold office from the date his or her election or appointment until the next annual general meeting.
- 5) Retiring management board members are eligible for re-election.
- 6) The management committee shall meet as often as necessary to conduct the business of the association. The management committee will meet a minimum of 6 times per calendar year. Meeting dates and times are to be advised and are at the discretion of the management committee.
- 7) The quorum for the meetings of the management committee shall be eight (8).
- 8) Notice of the management committee meetings shall be given at the previous management committee meeting or by such other means as the management committee decides upon.
- 9) A member of the management committee shall cease to hold office upon resignation in writing; removal as a member of the association; or absence from three successive management committee meetings without approval by the management committee.

### **MANAGEMENT – by the management committee item 6 Cont**

- 10) The management committee may function validly provided its numbers are not reduced below the quorum. Should the management committee numbers fall below the quorum the remaining management committee members may act only to appoint new management committee members.
- 11) Motions arising, at any meeting of the management committee shall be decided by the majority of votes of those present. In the case of equality of votes the person appointed to chair the meeting shall have second or casting vote.
- 12) If within half an hour of the time appointed for a management committee meeting a quorum is not present the meeting shall be dissolved and a subsequent meeting must be convened within seven (7) days.
- 13) The management committee shall arrange and control all representative fixtures but may delegate such arrangements to the appropriate committee.

### **7. DELEGATES**

#### **1) Delegates**

Each team shall appoint one delegate for such time as they deem appropriate.

- i) A delegate must be a financial playing member or financial associate member of the association.
- ii) The appointment must be in writing and given to the secretary at the commencement of the season.
- iii) The delegate must be appropriately empowered by the appointing team to consider, making decisions and vote at general meetings.
- iv) Any changes to the appointed delegate must be given to the secretary in writing at least 48 hours before a general/special or annual meeting.

### **8. ASSOCIATION ANNUAL GENERAL MEETING**

- 1) An annual general meeting of the association shall be held each year within three (3) months from the end of the financial year of the association.
- 2) The management committee may, whenever it thinks fit, convene a special general meeting of the association. A special general meeting must be convened by the management committee within twenty-eight (28) days of receiving a written request to do so from three (3) management committee members.
- 3) At least fourteen (14) days-notice of all annual/general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution shall be given to members at least twenty-one (21) days before the meeting.
- 4) In the case of the annual general meeting the following business shall be transacted:
  - i) Confirmation of the minutes of the last annual general meeting and any recent special general meetings.

- ii) Receipt of the management committee's report upon the activities of the association in the last financial year.

**Association annual general meeting item 8:4 cont**

- iii) Receipt and consideration of the statement from the management committee which is not misleading and gives a true and fair view for the last financial year of the association's.
  - a) Income and expenditure
  - b) Assets and liabilities
  - c) Mortgages, charges and other securities.
  - d) Trust properties
- iv) Receiving the auditor's report on the financial affairs of the association for the last financial year.
- v) Presenting the audited statement to the meeting for adoption.
- vi) Election of office bearers, delegates to Hockey Queensland, Representative team coaches, Managers and members of the following sub-committees:
  - a) Grounds and facilities committee
  - b) Umpires committee
  - c) Judiciary committee
  - d) Selection committee
  - e) Canteen committee
  - f) Fixtures and competition committee
  - g) Building fund committee

And any other committee, that the management committee may from time to time decide to elect.

- vii) Appointing an auditor.
- 5) The quorum for an annual/special general meeting shall be twelve (12) members present in person. If within half an hour of the time appointed for an annual/special general meeting a quorum is not present the meeting shall be dissolved.
  - 6) Voting at an annual/special general meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters, which must be decided by special resolution where a three quarter majority is required. Each affiliated team/club, which participated in the association's hockey fixtures the season just past, shall be entitled to one (1) vote. Persons who held office for the association up to the calling of the annual general meeting and any office bearers elected at the annual general meeting shall be entitled to one (1) vote.
  - 7) All votes shall be given personally and there shall be no voting by proxy.

- 8) In the case of an equality of votes the person appointed to the chair the annual/special general meeting shall have a second or casting vote.

#### **Association annual general meeting item 8 cont**

- 9) Nominations of candidates for the election of office bearers of the management committee or other sub-committee members shall be called for by the secretary at least 2 weeks prior to the date of the annual general meeting and nominations shall close one (1) week prior to the annual general meeting. Any positions not filled by written nominations received from the floor at the annual general meeting – nominees must be present.
- 10) Written notice of all annual/special general meetings shall be given to members either personally or by post or by publication of an appropriate notice in the local newspaper or such other newspaper circulating in the area.

#### **9. OFFICE BEARERS**

- 1) **The president** or, in the president's absence, the vice president shall act as the chairperson at each annual/special general meeting and management committee meeting of the association.
- 2) If the president and vice president are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their members to act as chairperson.
- 3) **The secretary** shall ensure that the records of the business of the association including the rules, register of committee members, minutes of all annual/special general and management committee meetings and a file of correspondence are kept. These shall be available for inspection by any member and shall be held in custody of the secretary and/or in the association office facility.
- 4) **The treasurer** shall ensure that all money received by the association is paid into an account in the association's name. Payment shall be made through a petty cash system or by cheque signed by two signatories authorized by the management committee at each monthly meeting. Major or unusual expenditure shall be authorized in advance by the management committee. The treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the association. These records shall be available for inspection by any member and shall be held in the custody of the treasurer and/or in the association's office facility. A written financial statement shall be submitted at each management committee meeting.
- 5) **The records officer** shall compile a list of all players and their respective teams and grades and shall keep a record of all game points, results, goals scored and player sportsperson award points. Record officer shall also be responsible for a point score table and an updated list of registered players to be submitted and ratified to the management committee at each monthly meeting.
- 6) **Sub-committee** shall come under the control of a nominated management committee officer.

#### **Umpires committee**

The umpires committee shall consist of qualified umpires from within the association, those who are seeking umpiring qualifications, the elected management committee officer. The umpires committee shall oversee the appointment of umpires to all fixtures including representative intercity matches and championships, provide an education program for aspiring umpires and organize accreditation. A monthly report from the umpires committee is to be presented by the umpiring officer each month to the association management meeting.

**Grounds and Facilities committee**

The grounds and facilities committee shall be comprised of three (3) nominated members duly elected at the association annual general meeting and/or appointed by the management committee and the elected facilities officer of the management committee. The grounds and facilities committee shall be responsible for the maintenance and upkeep of the grounds and facilities including mowing and marking of the fields on a regular basis and the preparation of the fields for the season's fixtures. The grounds and facilities committee shall be responsible for the fitness of the grounds.

**Competition and fixtures committee**

The competition and fixtures committee shall be comprised of two (2) nominated members duly elected at the association annual general meeting and/or appointed by the management committee and the elected competition and fixture officer of the management committee. The competition and fixture committee shall arrange the draw for all local grade fixtures and all intercity competition. The competition and fixture committee shall liaise with the umpire committee to ensure game scheduling allows for appropriate umpire allocation.

**Building fund committee**

The building fund committee shall comprise at least four (4) nominated members duly elected at the association annual general meeting and/or appointed by the management committee and the elected building fund officer of the management committee. The purpose of the building fund committee shall be to facilitate the upgrade or redesign of the present ATHA clubhouse and canteen facilities, or to build brand new facilities at Loder Park, as the committee may decide.

1. Appointment to such committee shall take effect immediately upon election and shall remain in force until the next annual general meeting.
2. The building fund committee shall be responsible for the management of the building funds, including grant monies up until building commences and until such time building is completed. A separate banking account to be opened and operated under the guidelines of section 14 (funds and accounts) of the constitution. Cheques are to be signed by the management committee treasurer and building funds officer.
3. The committee will apply for grant funding, obtain necessary building quotations, and apply for the necessary tableland regional council approvals and co-ordinate the building project from start to finish.
4. The building fund committee shall provide a report to the management committee at the association's monthly management meeting.

**10. JUDICIARY COMMITTEE**

1. The judiciary committee shall be comprised of four (4) members duly elected at the association annual general meeting and/or appointed by the management committee. The judiciary committee's duties shall be to examine players and matters under dispute.
2. Appointment to such committee shall take effect immediately upon election and shall remain in force until the next annual general meeting.
3. Members of teams affiliated with the association other than life members of the association shall not be eligible for election to the judiciary committee.

#### **11. ALTERATION OF RULES**

1. Subject to the *Association's Incorporated Act 1981* these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

#### **12. SPECIAL RESOLUTIONS**

1. A special resolution must be passed by an annual/general meeting of the association to effect the following changes:
  - i. A change to the association's name.
  - ii. A change to the association's rules.
  - iii. A change of the association's objects.
  - iv. An amalgamation with another incorporated association.
  - v. To voluntarily wind up the association and distribute its property.
  - vi. To apply for registration as a company or co-operative.
2. A special resolution shall be passed in the following manner:
  - i. A notice must be given to all members advising that a general meeting is to be held to consider a special resolution;
  - ii. The notice must give details of the proposed special resolution and give at least fourteen (14) days' notice of the meeting.
  - iii. A quorum must be present at the meeting.
  - iv. At least three-quarters of those present must vote in favour of the resolution.
  - v. In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Office of Fair Trading for permission to pass the resolution in some other way.

#### **13. BY-LAWS**

The management committee at an annual/special general meeting shall have the power to make or amend by-laws pursuant of the rules.

#### **14. FUNDS & ACCOUNTS**

1. The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
2. Records and accounts must be kept in English language showing full and accurate particulars of the financial affairs of the association.
3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.



4. If an amount of \$100.00 or more is paid by cheque, the cheque must be signed by any two (2) of the following-
  - i. The President
  - ii. The secretary
  - iii. The treasurer
  - iv. Another member authorized by the management committee for the purpose
5. Cheques other than cheques for wages, allowances or petty cash recoupment must be crossed with "not negotiable".
6. A petty cash account must be kept on the imprest system and the management committee must decide the amount of petty cash to be kept in the account.
7. All expenditure must be approved or ratified at a management committee meeting
8. The treasurer must as soon as practicable after the end of each financial year ensure a statement containing the following particulars is prepared:-
  - i. The income and expenditure for the financial year just ended.
  - ii. The association's assets and liabilities at the close of the year.
  - iii. The mortgages, charges and securities affecting the property of the association at the close of the year.
9. If the association is incorporated within 3 months before the end of the association's financial year, subsection [h] does not apply for the financial year in which the association is incorporated.
10. The auditor must examine the statement prepared under subsection [h] and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
11. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

#### **15. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY / DISSOLUTION**

1. This section applies if the Association:
  - i. Is wound-up under part 10 of *the Associations Incorporated Act 1981*
  - ii. It has surplus assets
2. The surplus assets must not be distributed among the association's members.
3. The surplus assets must be given to another entity
  - i. Having objects similar to the associations objects; and
  - ii. The rules of which prohibit the distribution of the entity's income and assets to its members.
4. In this section - "surplus assets" has the meaning given by section 92 (3) of the *Associations Incorporated Act 1981*.

#### **16. FINANCIAL YEAR**

1. The financial year of the association closes on 31<sup>st</sup> October in each year.

#### **17. MISCELLANEOUS**

1. The association shall effect and maintain insurance as required under the associations incorporated act together with any other insurance, which may be required by law or regarded as necessary by the association.

2. The common seal of the association shall be kept in the custody of the secretary and shall only be affixed to a document with the approval of the management committee. The signatures of two (2) members of the management committee shall witness the stamping of the common seal.
3. Service documents' on the association is affected by serving them on the public offer or by serving them personally on two (2) members of the management committee.
4. Notices sent by post shall be deemed to have been received two (2) days after the date of posting.
5. No person shall be eligible to be playing of any affiliated team/club/association or committee who is not and amateur hockey player being a person who practices by choice and as a diversion or for their physical or moral well-being and who does not directly or indirectly derive any profit there from.
6. The rules of hockey for the time being as recognized by the Australian Hockey Association shall be observed in all matched controlled by the association.
7. The operations of the canteen and bar facilities are a separate sub-entity of the association and shall be managed by the Canteen committee. The committee will submit a financial report to the Management Committee monthly.