

# PAST HIGH HOCKEY CLUB INC. RULES OF ASSOCIATION



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**1 INTERPRETATION: IN THESE RULES**

The Club	as mentioned through these rules means the <b>Past High Hockey Club Inc.</b>
(1) A Word	importing singular include the plural and words importing the plural include the singular
(2) A word not defined	a word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act
(3) Act	means the Associations Incorporation Act 1981
(4) Activity Fees and Charges	as mentioned in <a href="#">Rule 7 (2)</a> refers to national and state fees, capitation, registration, affiliation, operating, activity, program, event costs, fees and or levies determined by the Management Committee from time to time
(5) Attendance at Meetings	as mentioned in <a href="#">Rule 19 (7)</a> to ensure that the business of the Club can be discharged Members of Committees attendance is required. Hence if a member of the Management Committee attends less than 80% of the meetings called or fails to attend two (2) consecutive meetings without the express and unanimous approval of the Management Committee, shall be called to show cause or their position may be declared vacant under <a href="#">Rule 20</a> . This rule applies regardless of any apology, written or otherwise, that maybe submitted.
(6) Club Groups	as mentioned in <a href="#">Rule 27</a> refers to sub Committees subgroups, project groups and or teams of individuals selected by the Committee to assist in managing and delivering programs and services
(7) Club policies and procedures	mentioned throughout these rules means the Club's and its Governing Bodies' policies, procedures, sanctions and codes
(8) Family member	as mentioned in <a href="#">Rule 40 (7)</a> refers to those who are related by birth, marriage or adoption, and includes partners and their family. It includes any persons living or cohabitating with the member regardless of their relationship to the member
(9) Financial Audit Requirements	as mentioned in <a href="#">Rule 31 (f)</a> means the audit levels determined by the Act for the current auditable year. 4
(10) General Meetings	referred to throughout these rules means the Annual General Meeting (AGM), General Meetings and Special Meetings of the Club. At such meetings members are provided opportunity to vote on matters put to members for a decision.
(11) In Person	as mentioned in <a href="#">Rule 34 (1)</a> means that proxy voting is not allowed. A member must be in person and or able to participate in the discussion to cast a vote therefore Section 47(1) of the Act does not apply to these rules
(12) In writing	means a written or partly written, email or item printed or partly printed
(13) Management Committee or Committee	as mentioned throughout these rules means the member elected members to the Management Committee or those individuals appointed as a member of Management Committee under <a href="#">Rule 20</a>
(14) Meetings of the Management Committee	mentioned in <a href="#">Rule 22 (1)</a> in order to abide by the law in relation to members' privacy and matters of confidentiality, meetings of the Committee cannot be made open to members. Therefore, members are not entitled under these rules to attend such meetings. The Management Committee though, may from time to time, invite a member/s to participate in a specific section of a meeting that is relevant to the member as an invited guest, if 75% of the Management

- Committee members agree. Members though are provided opportunity to be heard or participate at General Meetings of the Club as mentioned in [Rule 34 \(1\)](#)
- (15) Member and Ordinary Member mentioned in [Rule 36 \(1\)\(b\)](#) refers to all member classes provided a vote within the Club as described in [Rule 5](#) as ordinary members
- (16) Membership fee as mentioned in [Rule 7 \(1\)](#) refers to the Club joining fee or Club membership and or annual subscription only and doesn't refer to activity costs, fees charges or activity registration
- (17) Position Statements means the Club's workforce (paid or voluntary) position overview, position descriptions and position tasks sheets or statements produced by the Management Committee from time to time
- (18) Safe custody of books, documents as mentioned in [Rule 42](#) safe means in the cloud or electronic environment that is safe from accidental or malicious destruction or loss
- (19) Sport's Governing Bodies as mentioned in [Rule 3 \(9\)](#) and throughout these rules means our sport's recognised State Sporting Body and Regional Association and National Body where the matter defers to their level
- (20) The Chief Executive as mentioned in [Rule 39](#) refers to the government representative for the Office of Fair Trading (OFT) responsible for managing approvals and the compliance with the Act
- (21) Volunteer as mentioned in [Rule 5 \(4\)](#) refers to all volunteer members of the workforce selected or appointed by the Committee to deliver the organisation's operations, programs and services in an official capacity who do not receive a regular wage, salary or contract for the services they provide. Volunteer status is not impacted if the organisation chooses to reward or remunerate some of the costs incurred whilst volunteering, or if they pay a fee to entice volunteers to work in areas that are critical to the sport's delivery such as umpiring, technical services, game delivery to name a few.
- (22) Volunteer Appointment and or Removal as mentioned in [Rule 5 \(4\)](#) refers to the Management Committee's rights to appoint and or remove volunteers as it so determines from time to time. The Committee may remove an appointed volunteer member at any time for any reason under these rules. The Management Committee are not required to provide said volunteers with a formal reason for not accepting their nomination or terminating their voluntary services and as such their decision on the matter will be final
- (23) Volunteers - Operational as mentioned in [Rule 26 \(3\)\(c\)](#) means those volunteers who support the Management Committee with operational tasks such as, club coaches, Umpire co-ordinator, Sub-committee Co-ordinators, Appeals Representative, Judiciary Representative to name a few
- (24) Volunteers - General as mentioned in [Rule 26 \(3\)\(d\)](#) means those volunteers who provide player/team, competition, event support in an official capacity from time to time

## 2 NAME

The name of the incorporated Association is the Past High Hockey Club Inc. (*the Club*).

## 3 OBJECTS

The objects of the Club will be to: -

- (1) increase participation in our sport by offering our clients a high level of service;
- (2) promote and encourage the playing of Hockey competitively and socially;
- (3) promote and develop the necessary skills of the game and a sense of sportsmanship fair play and respect for others;
- (4) provide a supportive, enjoyable and safe environment for its members;
- (5) foster player and technical members' pathways;
- (6) control, arrange, supervise and organise all the Club teams, coaches and other officials within the competition organised by the controlling body of Hockey Toowoomba or by any other Club or Association whatsoever
- (7) provide or contribute to the provision of awards, prizes and distinctions for the members of the Club
- (8) to make and apply rules and regulations as considered by the Club to be necessary for the purpose of better achieving the objectives of the Club
- (9) be an affiliated member of the Sport's recognised governing bodies as mentioned in Rule 1 (19) within the state of Queensland and to operate in accordance with these governing bodies' constitution, membership agreements, policies, procedures and codes for the management and conduct of the Game; and
- (10) share our knowledge and successes with other hockey clubs with for the betterment of hockey in the region and state.

## 4 POWERS

- (1) The Club has the powers of an individual.
- (2) The Club may, for example
  - (a) enter into contracts; and
  - (b) acquire, hold, deal with and dispose of property; and
  - (c) make charges for services and facilities it supplies; and
  - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club.

## 5 CLASSES OF MEMBERS

The membership of the Club shall consist of the following classes of members:

### **Voting and entitled members of the Club (Ordinary Members)**

- (1) Player Members;
- (2) Life Members;
- (3) Appointed Volunteer Members;
- (4) Ordinary Non-playing Members;

### **Non-Voting and limited entitled Members of the Club**

- (5) Social Members;
- (1) **PLAYER MEMBERS** shall be any persons playing hockey conducted by the Club on payment of the subscription or such other sum as the Management Committee may from time to time nominate and or be declared by the Club at any General Meeting.

**Player Members shall be: -**

- (a) subject to the provisions of these Rules;
- (b) subject to the rules and policies stipulated by the Sport's governing bodies as mentioned in [Rule 1 \(19\)](#);
- (c) if over the age of eighteen (18) years, entitled to one (1) vote, upon being up to date of their membership and activity fees;
- (d) if under the age of eighteen (18) years and upon being up to date with payment of their membership and activity fees, entitled to one (1) vote per family, regardless of how many player members under the age of eighteen (18) are in that family. Only a parent or legal guardian may cast the vote on behalf of the player member.
- (e) A player member over the age of eighteen (18) years shall be entitled to hold office or otherwise take part in the management of the Club and all privileges connected therewith and
- (f) The parent or legal guardian of a player member under the age of eighteen (18) years, whilst they are not a member of the Club, shall be entitled to hold office or otherwise take part in the management of the Club and all privileges connected therewith.

**Player Members shall be unlimited.**

- (2) **LIFE MEMBER** shall be a person who has provided 10 years of meritorious service to the Club and meets the criteria as set by the Club and whose nomination has been passed by the Management Committee and confirmed by a majority of members present at the Annual General Meeting of the Club.

**Life Members shall be: -**

- (a) subject to the provisions of these Rules and the rules and policies stipulated by the Sport's governing bodies as mentioned in [Rule 1 \(19\)](#)
- (b) exempt from the payment of membership fees only
- (c) entitled to vote at a General Meeting
- (d) afforded all the entitlements offered to Player Members
- (e) Nomination for the position of Life membership together with a written resume of his/her contributions to the Club shall be submitted in writing. The written resume of the person nominated shall be circulated to all Club members and placed on the Agenda for the Annual General Meeting and shall be determined by a secret ballot.

Life Members shall be unlimited in number however no more than two (2) Life Memberships may be nominated in the period between Annual General Meetings.

- (3) **APPOINTED VOLUNTEER MEMBERS** shall be a person who does not hold any other class of membership who has been appointed by Management Committee to fill an official volunteer position as described in [Rule 1 \(24\)](#)

**Appointed Volunteer Members shall be: -**

- (a) appointed, rejected or removed by the Management Committee as described in [Rule 1 \(22\)](#)
- (b) subject to the provisions of these Rules and the rules and policies stipulated by the Sport's governing bodies as mentioned in [Rule 1 \(19\)](#) whilst holding a voluntary position within the organisation
- (c) exempt from the payment of membership fees
- (d) entitled to attend General Meetings and entitled to one (1) vote whilst they hold an official volunteer position approved by the Management Committee, if the volunteer is over the age of eighteen (18) years,
- (e) if over the age of eighteen (18) years shall be entitled to hold office or otherwise take part in the of the management of the Club and all privileges connected therewith and
- (f) afforded the entitlements determined by the Management Committee from time to time

Appointed Volunteer Members shall be determined in number from time to time by the Management Committee.

- (4) **ORDINARY NON-PLAYING MEMBERS** shall be a person who does not hold any other class of membership who wishes association with our club.

**Appointed Ordinary Non-playing Members shall be: -**

- (a) appointed, rejected or removed by the Management Committee as described in [Rule 1 \(22\)](#)
- (b) subject to the provisions of these Rules and the rules and policies stipulated by the Sport's governing bodies as mentioned in [Rule 1 \(19\)](#)
- (c) subject to the payment of membership fees as mentioned in Rule 7
- (d) entitled to attend General Meetings and entitled to one (1) vote, if the member is over the age of eighteen (18) years,
- (e) if over the age of eighteen (18) years shall be entitled to hold office or otherwise take part in the of the management of the Club and all privileges connected therewith and
- (f) afforded the entitlements determined by the Management Committee from time to time

Ordinary Non-playing Members shall be determined in number from time to time by the Management Committee.

- (5) **SOCIAL MEMBER** shall be any persons playing social hockey conducted by the Club; or participating in club events in a social capacity only; on payment of the subscription or such other sum as the Management Committee may from time to time nominate and or be declared by the Club at any General Meeting.

**Social Members shall be: -**

- (a) subject to the provisions of these Rules and the rules and policies stipulated by the Sport's governing bodies as mentioned in [Rule 1 \(19\)](#)
- (b) not entitled to vote at General Meetings of the Club or to hold office or otherwise take part in the Management of the Club

The Social Members numbers shall be unlimited.

## 6 NEW MEMBERSHIPS

- (1) An applicant for membership of the Club must be proposed by one (1) member of the Club (the proposer) and seconded by another member (the seconder).
- (2) An application for membership must be—
  - (a) in writing as defined in [Rule 1 \(12\)](#) ; and
  - (b) signed by the applicant and the applicant's proposer and seconder; and
  - (c) in the form decided by the Management Committee.

## 7 FEES AND CHARGES

- (1) The membership fee as mentioned in [Rule 1 \(16\)](#)
  - (a) is the amount decided by the members from time to time at a General Meeting; and
  - (b) is payable when, and in the way, the Management Committee decides.
- (2) Activity Fees and Charges (Registration) as mentioned in [Rule 1 \(4\)](#)
  - (a) is the amount decided by the Management Committee from time to time and
  - (b) is payable when, and in the way, the Management Committee decides.
- (3) Annual membership shall be payable in advance on a date determined by the Management Committee from time to time and shall be valid until the day on which the next annual membership fee is payable.
- (4) No resignation, termination or forfeiture of membership shall entitle the former member to refunds of the current year's subscription or other related fees, other than for those members whose membership has been rejected on application and their refunds shall be in accordance with [Rule 11 \(5\)](#)



## 8 ADMISSION AND REJECTION OF NEW MEMBERS

- (1) The Management Committee must consider an application for membership at the next Management Committee Meeting held after it receives the application for membership; and the appropriate membership fee for the application.
- (2) The Management Committee must ensure that, as soon as possible after the person applies to become a member of the Club, and before the Management Committee considers the person's application, the person is advised:
  - (a) whether or not the Club has public liability insurance; and
  - (b) if the Club has public liability insurance, the amount of the insurance.
- (3) The Management Committee must decide at the meeting whether to accept or reject the application: though any application from a person or persons under a suspension order for failure to pay and or breaches of behaviour from another Hockey Association or Club and or any other recognised sporting Association within Australia shall be denied the privileges of membership for the period of suspension, expulsion or removal.
- (4) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The Secretary of the Club must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

## 9 WHEN MEMBERSHIP ENDS

- (1) A member may resign from the Club by giving a written notice of resignation to the Secretary.
- (2) The resignation takes effect at—
  - (a) the time the notice is received by the Secretary; or
  - (b) if a later time is stated in the notice, the later time.
- (3) The Management Committee may terminate a member's membership if the member—
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these Rules; or
  - (c) has membership fees in arrears; or
  - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club
- (4) Before the Management Committee terminates a member's membership, the Management Committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Management Committee must give the member a written notice of the decision.
- (6) The member is to pay all outstanding membership, activity fees, and any other money due to the Club, if the member withdraws from the Club

## 10 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within seven (7) days after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 21 days after receiving the notice, call a General Meeting to decide the appeal.



## 11 GENERAL MEETING TO DECIDE APPEAL

- (1) The General Meeting to decide an appeal must be held within 28 days after the Secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the Management Committee and the members of the Management Committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within seven (7) days after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Treasurer must, as soon as practicable, refund the membership fee paid by the person.

## 12 REGISTER OF MEMBERS

- (1) The Management Committee must keep a register of members of the Club.
- (2) The register must include the following particulars for each member—
  - (a) the full name of the member;
  - (b) the postal or residential address of the member;
  - (c) the date of admission as a member;
  - (d) the date of death or time of resignation of the member;
  - (e) details about the termination or reinstatement of membership;
  - (f) any other particulars the Management Committee or the members at a General Meeting decide.
- (3) The register must be open for inspection by members of the Club at all reasonable times.
- (4) A member must contact the Secretary in writing to arrange an inspection of the register.
- (5) However, the Management Committee may, on the application of a member of the Club, withhold information about the member (other than the members full name) from the register available for inspection if the Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

## 13 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- (1) A member of the Club must not—
  - (a) use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the Club.

## 14 APPOINTMENT OR ELECTION OF SECRETARY

- (1) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:
  - (a) a member of the Club elected by the Club as Secretary; or
  - (b) any person who is appointed by the Management Committee.

- (2) If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the Club within one (1) month after the vacancy happens.
- (3) If the appointed Secretary is not remunerated for the services provided over and above reimbursements for expenses incurred while executing the duties of the position, the Appointed Secretary is deemed by these rules to be a volunteer and as such will be subject to Rule 17 (6).
- (4) In this rule— **casual vacancy**, on a Management Committee, means a vacancy that happens when an elected member of the Management Committee resigns, dies or otherwise stops holding office.

## 15 REMOVAL OF SECRETARY

- (1) The Management Committee of the Club may at any time remove a person appointed by the Management Committee as the Secretary.
- (2) The Management Committee of the Club may remove a Secretary elected by the members, though the person remains a member of the Management Committee.

## 16 FUNCTIONS OF SECRETARY

The Secretary's functions include, but are not limited to:

- (a) calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Club; and
- (b) keeping minutes of each meeting; and copies of all correspondence and other documents relating to the Club; and in the absence of a registrar, maintaining the register of members of the Club.

## 17 MEMBERSHIP OF THE MANAGEMENT COMMITTEE

- (1) The Management Committee of the Club shall be a minimum of three (3) and maximum of Six (6). The Management Committee of the Club shall consist of:
  - (1) President
  - (2) Vice President
  - (3) Secretary
  - (4) Treasurer
  - (5) Registrar
  - (6) Vacant Committee Position
- (2) A member of the Management Committee, other than a Secretary if appointed by the Management Committee, must be a member of the Club.
- (3) The Office Bearers of the Club shall be positions one (1), three (3) and four (4)
- (4) At each Annual General Meeting (AGM) of the Club, the members of the Management Committee must retire from office in line with subrule (5) and are eligible, on nomination, for re-election
- (5) At the Annual General Meeting of the Club held on odd years, all positions with an odd number listed above, if held by a volunteer, shall be declared vacant irrespective of what years' financial statements are being presented. At the Annual General Meeting of the Club held on even years all even numbered positions similarly held shall be declared vacant. Any Management Committee member whose position has been declared vacant under this sub-rule shall be eligible upon nomination for re-election subject to subrule (6)
- (6) A member of the Club may be appointed to a casual vacancy on the Management Committee under Rule 20.

## 18 ELECTING THE MANAGEMENT COMMITTEE

A member of the Management Committee may only be elected as follows:

- (1) Any two (2) members of the Club entitled to vote may nominate another member who is the "candidate", to stand as a member of the Management Committee.
- (2) A person may be a candidate only if the person is an adult and who can prove they are not ineligible to be elected as a member under section 61A of the Act.
- (3) All nominations for membership of the Management Committee are to be in writing and in the hands of the Secretary fourteen (14) days prior to the Annual General Meeting.
- (4) All candidates will be required to indicate in writing their ability to meet the skills, tasks and time required for the applied position as defined by the Club's 'Position Statements'. All prospective candidates will be required to complete the Management Committee's Position Statement nomination form and have it signed by the candidate and the two (2) nominees.
- (5) Candidates application forms must be posted in a conspicuous place in the usual manner of communication used by the Management Committee; in an office, on the web or usual place of meeting of the Club for at least seven (7) days immediately preceding the Annual General Meeting.
- (6) Each member of the Club present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Management Committee.
- (7) In the absence of any valid written nominations, candidates may be called or accepted from the floor of the Annual General Meeting. Those nominating from the floor will be required to verbally provide the members with evidence of their ability to meet skills, tasks and time required for the specified position as defined by the Management Committee's Position Statements. The members present and eligible to vote will accept or reject the candidate's nomination based on the information provided by the candidate.
- (8) If any position has only one (1) candidate, the members present and eligible to vote will accept or reject the nomination based on the candidate's ability to meet the Position Statement duties, if it is known. If there is doubt that the candidate possesses the skills to fill the position, the nomination shall be rejected, the position shall remain vacant until a suitable volunteer can be found under Rule 20 or until such time as the Club has the ability to buy in the services of skilled personnel.
- (9) Balloting lists shall be prepared, if necessary, containing the names of the accepted candidates in alphabetical order for each position and each voting member present at the Annual General Meeting shall be entitled to vote.
- (10) To be considered elected, a nominee must secure the majority of votes. In the event of a single nominee, the nominee must secure 2/3 of all votes cast. If unsuccessful, a nomination may be taken from the floor. If this nominee is also unsuccessful the position is to remain vacant until a suitable candidate is voted by the Management Committee as found under Rule 20.
- (11) If after a vote has been conducted and candidates for one (1) position remains tied and deadlocked, the presidents casting vote will be used.
- (12) If rejected then the position shall remain vacant until a suitable volunteer can be found under Rule 20 (1) or that the Club has the ability to buy in the services of skilled personnel.
- (13) The Management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised -
  - (a) whether or not the club has public liability insurance; and
  - (b) if the club has public liability insurance - the amount of the insurance.

**19 RESIGNATION, REMOVAL OR VACANCIES OF OFFICE OF THE MANAGEMENT COMMITTEE**

- (1) A member of the Management Committee may resign from the Management Committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at:
  - (a) the time the notice is received by the Secretary; or
  - (b) if a later time is stated in the notice, the later time.
- (3) A member may be removed from office at a General Meeting of the Club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.
- (7) **A member-elected Management Committee individual** may be removed from their position but take up a vacant position on the Management Committee if it is proven they are unable to deliver their position responsibilities as stipulated in the organisation Operational Tasks Sheets as defined in Rule 1 (17) and or if they fail to attend official meetings of the Management Committee as described in Rule 1(5).
- (8) **A member-elected Management Committee individual** may be removed from office if it is proven that they fail to abide by the Club's Rules, Confidentiality Agreement, Policies, Procedures, Codes of Conduct and Behaviour and or position responsibilities and shall be terminated in accordance with Rule 9 and provided opportunity to appeal as stipulated under Rule 10.
- (9) **A member of the Management Committee appointed to a casual vacancy** may be removed from office by a majority vote of the remaining members of the Management Committee if it is proven that they fail to abide by the Club's Rules, Confidentiality Agreement, Policies, Procedures, Codes of Conduct and Behaviour and or position responsibilities and shall be provided a right of appeal in accordance with the Club's disputes resolution policy and such decision is final.

**20 VACANCIES ON THE MANAGEMENT COMMITTEE**

- (1) If a casual vacancy happens on the Management Committee, the continuing members of the Management Committee may appoint another member of the Club to fill the vacancy in line with Rule 17 (6) until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- (3) However, if the number of Management Committee members is less than the number fixed under Rule 23 (1) as a quorum of the Management Committee, the continuing members may act only to:
  - (a) increase the number of Management Committee members to the number required for a quorum; or
  - (b) call a General Meeting of the Club.

**21 FUNCTIONS OF THE MANAGEMENT COMMITTEE**

- (1) Subject to these rules or a resolution of the members of the Club carried at a General Meeting, the Management Committee has the general control and of the administration of the affairs, property and funds of the Club.
- (2) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: The Act prevails if the Club's rules are inconsistent with the Act — see section 1B of the Act.

- (3) The Management Committee may exercise the powers of the Club:
  - (a) to borrow, raise or secure the payment of amounts in a way the members of the Club decide; and
  - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Clubs property, both present and future; and
  - (c) to purchase, redeem or pay off any securities issued; and
  - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - (e) to mortgage or charge the whole or part of its property; and
  - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club; and
  - (g) to provide and pay off any securities issued; and
  - (h) to invest in a way the members of the Club may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
  - (a) the financial institution for the Club; or
  - (b) if there is more than one (1) financial institution for the Club, the financial institution nominated by the Management Committee.

## 22 MEETINGS OF THE MANAGEMENT COMMITTEE

- (1) Subject to this Rule, the Management Committee may meet as described in Rule 1 (14) and conduct its proceedings as it considers appropriate.
- (2) The management Committee must meet at least once every 3 months to exercise its functions.
- (3) The Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Management Committee.
- (5) The Management Committee may hold meetings, or permit a Management Committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A Management Committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a Management Committee Meeting is to be decided by a majority vote of members of the Management Committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Club if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The President is to preside as Chairperson at a Management Committee Meeting.
- (10) If there is no President or if the President is not present within ten (10) minutes after the time fixed for a Management Committee Meeting, the members may choose one (1) of their number to preside as Chairperson at the meeting.

## 23 QUORUM FOR, AND ADJOURNMENT OF, A MANAGEMENT COMMITTEE MEETING

- (1) At a Management Committee Meeting three (3) voting members are required to form a quorum. See rule 17 (1) for voting members of the management committee.

- (2) If there is no quorum within thirty (30) minutes after the time fixed for a Management Committee Meeting called on the request of members of the Management Committee, the meeting lapses, other than on the request of the members of the Management Committee for:
  - (a) the meeting is to be adjourned for at least one (1) day; and
  - (b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting; or
  - (c) If a Management Committee quorum cannot be achieved, the continuing members may act as required under [Rule 20 \(3\)](#).
- (3) If, at an adjourned meeting mentioned in subrule (2a, 2b), there is no quorum within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.

#### **24 SPECIAL MEETING OF THE MANAGEMENT COMMITTEE**

- (1) If the Secretary receives a written request signed by at least two (2) of the members of the Management Committee, the Secretary must call a special meeting of the Management Committee by giving each member of the Management Committee notice of the meeting within 14 days after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting must state:
  - (a) why the special meeting is called; and
  - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state:
  - (a) the day, time and place of the meeting; and
  - (b) the business to be conducted at the meeting.
- (5) A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

#### **25 MINUTES OF THE MANAGEMENT COMMITTEE MEETINGS**

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting are entered in a minute book or electronically secure folder.
- (2) To ensure the accuracy of the minutes, the minutes of each Management Committee Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Management Committee Meeting, verifying their accuracy.
- (3) The minutes compiled by the Secretary and duly signed by the Chairperson authenticating their accuracy shall be deemed as the official minutes.

#### **26 DUTIES OF THE CLUB AND MANAGEMENT COMMITTEE**

- (1) **The duty of the Club to the Management Committee Personnel**

Shall be to:

  - (a) ensure all individual Management Committee personnel are compensated for the costs associated with completing their duties in accordance with the 'Club's Management Committee Reimbursement Policy and Procedures'.
  - (b) provide the support and training required to complete the tasks required of their position according to the Club's 'Volunteer' policies and procedures by ensuring that all Management Committee personnel receive appropriate:
    - (i) 'Management Committee Induction Training' prior to the commencement of their duties; and
    - (ii) 'Management Committee Task Sheet'; and



(iii) 'Education and or training' required to complete their tasks or position requirements at the Club's cost.

**(2) The duties of the Management Committee to the Club**

Shall be to:

- (a) continue to develop the Club by implementing modern, efficient and effective administration, financial practises and participation initiatives that support the longevity of the Club, regional Association and the sport in Toowoomba;
- (b) to actively work with the Association and its member clubs to increase junior and social hockey to participation rates within the Association
- (c) effectively and efficiently deliver their roles and responsibilities as stipulated under their Position Statements and Operational Task Sheets;
- (d) attend meetings (committee and or Association), actively and constructively participate in the discussions and decision making process and know that non-attendance or disruptive behaviour may result in disciplinary action or expulsion;
- (e) provide members with the support they require to develop within the constraints of the Club's financial and human capacity;
- (f) not dismiss or disregard lightly the concepts, issues or advice provided, raised or presented by members or the THA; and
- (g) ensure that the differences and variances in usage and volunteer contributions are reflected in the members' affiliation fee/s.
- (h) know the Club members and the Club's governing bodies are empowered to set the standard and penalties for non-compliance of the Club's Management Committee and its members

**(3) The duties of the Management Committee to our Workforce Paid and or Volunteer**

The duty to **Staff** shall be to:

- (a) undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to fulfil all paid positions in the Club;
- (b) place staff based on experience, skills and or their potential to develop the skills;
- (c) provide staff with a document that clarifies the requirements of the paid position such as length of tenure, hours, entitlements, line manager, reporting process, communication requirements, review process; and
- (d) provide all staff with Induction training, Position Description, job responsibilities and Codes of Conduct and Behaviour.

The duty to Appointed **Volunteers** shall be to:

- (e) undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to fulfil the volunteer positions;
- (f) place Club volunteers based on experience, skills and or their potential to develop the skills in order that no volunteer is placed knowingly in a position or given a task that is beyond his or her known capabilities unless adequate support is provided. If the skills cannot be obtained or supported, the volunteer shall be removed from the position or task with the option of being redeployed to a new position or task that better suits their situation and ability;
- (g) ensure the needs of the Club's most valued resource, its volunteer workforce, are supported by modern volunteer policies, procedures, codes and practises;
- (h) recognise the commitment and contribution of the Club's volunteers according to the Club's volunteer policies, procedures and industry standards; and
- (i) if the Club is unable to recruit personnel with the appropriate skills, time or commitment to key and or high risk positions the Management Committee may buy in the service/s at the members' cost.

**(4) The duty of Club Workforce Paid and or Volunteer to the Club: -**

Shall be to:



- (a) effectively and efficiently deliver their roles and responsibilities as stipulated under their Position Statements and or Operational Task Sheets;
  - (b) uphold the vision, values, goals, policies and procedures of the Club;
  - (c) follow the rules of the Club, rules of the activity, codes of conduct and codes of behaviour of the Club, the sport and land owners and or land managers;
  - (e) when representing the Club, do so in a manner that reflects and promotes the objectives of the Club and the sport's governing bodies; and
  - (f) know the Club and its governing bodies are empowered to set the standard and penalties for non-compliance.
- (5) The duty of the Management Committee to Club's Operational Groups/Individuals:**  
Shall be to:
- (a) to enable the groups/individuals to be involved in the decision making process relevant to their group and or members of the organisation in which they represent
  - (b) provide the support required for the group to achieve the objective/s set by the Management Committee
  - (c) provide the group with realistic objectives
  - (d) recognise their individual volunteer contributions
- (6) The duty of Club's Operational Groups to the Club -**  
Shall be to:
- (a) assist the Management Committee to make decisions on operational matters;
  - (b) attend and actively participate in Official Operational Meetings;
  - (c) contribute to the development of the Club, sport, players and technical personnel;
  - (d) provide the Management Committee with realistic options for consideration within the timeframe and in the format required by the Management Committee;
  - (e) operate according to the roles, responsibilities and procedures established by the Management Committee; and
  - (f) know the Club is empowered to set the standard and penalties for non-compliance.
- (7) The duty of all Players to the Club**  
Shall be to:
- (a) follow the rules of the Club, rules of the activity, codes of conduct and codes of behaviour of the Club, the sport and land owners and or land managers;
  - (b) when representing the Club, do so in a manner that reflects and promotes the objectives of the Club and the sport's governing bodies; and
  - (c) know the Club and the Sport's governing bodies are empowered to set the standard and penalties for non-compliance.
- (8) The duty of all Family/Friends of Club Members to the Club**  
Shall be to:
- (a) follow the rules of the Club, rules of the sport, codes of conduct and codes of behaviour of the Club, the sport and land owners and or land managers;
  - (b) when attending Club competition, training or activities, do so in a manner that reflects and promotes the objectives of the Club and the Sport's governing bodies; and
  - (c) know the Club and the Sport's governing bodies are empowered to set the standard and penalties for non-compliance.

## 27 APPOINTMENT OF OPERATION GROUPS

- (1) The Management Committee may appoint a group consisting of members of the Club considered appropriate by the Management Committee to help with the conduct of the Clubs operations.
- (2) The Management Committee will determine the manner in which the group will operate and report.

- (3) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (4) A subcommittee may elect a chairperson of its meetings.
- (5) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (6) A subcommittee may meet and adjourn as it considers appropriate.
- (7) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **28 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- (1) An act performed by the Management Committee, an operational group or a person acting as a member of the Management Committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when:
  - (a) there was a defect in the appointment of a member of the Management Committee, operational group or person acting as a member of the Management Committee; or
  - (b) a Management Committee member, operational group or person acting as a member of the Management Committee was disqualified from being a member.

## **29 RESOLUTIONS OF THE MANAGEMENT COMMITTEE WITHOUT MEETING**

- (1) A written resolution signed by four members of the Management Committee is as valid and effectual as if it had been passed at a Management Committee Meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by one (1) or more members of the Management Committee.

## **30 ANNUAL GENERAL MEETINGS (AGM)**

Annual General Meeting must be held at least once each year and within **3 months** after the end date of the Club's reportable financial year.

## **31 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**

- (1) The following business must be conducted at each Annual General Meeting of the Club:
  - (a) Opening, recording of attendance and apologies;
  - (b) President's address and welcome;
  - (c) Approval of minutes of the previous Annual General Meeting;
  - (d) Business arising from the minutes;
  - (e) Election of Life Members, Service Award recipients and Merit Certificate recipients;
  - (f) Financial Report and its receipt for the last reportable financial year (audit) as required by Law and mentioned in [Rule 1 \(9\)](#);
  - (g) Appointment of an auditor for the new financial year;
  - (h) Management Committee recommendations;
  - (i) Notice of motions/Resolutions; and
  - (j) Election for members of the Management Committee.

## **32 NOTICE OF ANNUAL GENERAL MEETING AND GENERAL MEETINGS**

- (1) The Secretary may call a General Meeting of the Club.
- (2) The Secretary must give at least fourteen (14) days notice of the meeting.
- (3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (4) The Management Committee may decide the way in which the notice must be given.

- (5) However, notice of the following meetings must be given in writing:
  - (a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision—
    - (i) to reject the person's application for membership of the Club; or
    - (ii) to terminate the person's membership of the Club;
  - (b) a meeting called to hear and decide a proposed special resolution of the Club.
- (6) A notice of a General Meeting must state the business to be conducted at the meeting.

### **33 QUORUM FOR, AND ADJOURNMENT OF, ALL GENERAL MEETINGS**

- (1) The quorum for a General Meeting is three (3) management committee, plus four (4) general members.
- (2) No business may be conducted at a General Meeting unless there is a quorum of members when the meeting proceeds to business.
- (3) If there is no quorum within thirty (30) minutes after the time fixed for a General Meeting called on the request of members of the Management Committee or the Club, the meeting lapses.
- (4) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (5) The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (6) If a meeting is adjourned under subrule (4), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (7) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least thirty (30) days.
- (8) If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

### **34 PROCEDURE AT GENERAL MEETING**

- (1) A fully financial member entitled to vote may take part and vote in a General Meeting in person as described in Rule 1 (11) , or by using any technology that reasonably allows the member to hear and take part in discussions as they happen. The reasonability of the technology to allow the meeting to progress is to be determined by the committee from time to time as required.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each General Meeting:
  - (a) the President is to preside as Chairperson; and
  - (b) if there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one (1) of their number to be Chairperson of the meeting; and
  - (c) the Chairperson must conduct the meeting in a proper and orderly way; and
  - (d) accordingly members must conduct their manner and behaviour properly and according to the direction of the Chair and the majority of members' wishes.

### 35 VOTING AT AGM OR GENERAL MEETING OF THE CLUB

- (1) At a General Meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present and eligible to vote.
  - (a) A **special resolution** must be passed by at least 75% of the members present and eligible to vote.
- (2) Each member present and eligible to vote is entitled to one (1) vote as mentioned in [Rule 5](#) and, if the votes are equal, the motion, matter, or resolution shall be determined to retain the status quo.
- (3) A member is not entitled to vote at a General Meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the Management Committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the Chairperson must appoint two (2) members to conduct the secret ballot in the way the Chairperson decides.
- (7) The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.
- (8) At a Special or General Meeting only those questions, matters or resolutions that are circulated to members within the 'Notice of Meeting/Agenda' issued in accordance with these Rules may be discussed and determined by the members present and eligible to vote at the meeting.

### 36 SPECIAL GENERAL MEETING

- (1) The Secretary must call a Special General Meeting by giving each member of the Club notice of the meeting within fourteen (14) days after:
  - (a) being directed to call the meeting by the Management Committee; or
  - (b) being given a written request signed by at least three (3) who at the time of signing the request are voting members of the Management Committee; or at least fifteen (15) ordinary members as described in [Rule 1 \(15\)](#) of the Club when the request is signed;
  - (c) being given a written notice of an intention to appeal against the decision of the Management Committee:
    - (i) to reject an application for membership; or
    - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state:
  - (a) why the Special General Meeting is being called; and
  - (b) the business to be conducted at the meeting.
- (3) A Special General Meeting must be held within 28 days after the Secretary:
  - (a) is directed to call the meeting by the Management Committee; or
  - (b) is given the written request mentioned in subrule (1)(b); or
  - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (5) A Special General Meeting called in line with subrule 1 to 4 must be conducted in accordance with Rule 34 and 35.

### 37 MINUTES OF GENERAL MEETINGS

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting are recorded, and stored on a secure electronic cloud device.

- (2) To ensure the accuracy of the minutes:
  - (a) the minutes of each General Meeting must be verified by the Chairperson of the meeting, or the Chairperson of the next General Meeting.
  - (b) the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Club that is a General Meeting or Annual General Meeting, verifying their accuracy.
  - (c) the minutes compiled by the Secretary and verified by the Chairperson authenticating their accuracy shall be deemed as the official minutes.
- (3) If asked by a member of the Club, the Secretary must, within twenty-eight (28) days after the request is made:
  - (a) make the minutes for a particular General Meeting available for inspection by the member at a mutually agreed time and place; and
  - (b) give the member copies of the minutes of the meeting.
- (4) The Club may require the member to pay the reasonable costs of providing copies of the minutes.

### 38 BY-LAWS

- (1) By-laws may be made, amended or repealed, not inconsistent with these rules, at General Meetings.

### 39 ALTERATION OF RULES

- (1) Subject to the Act, these rules may be amended, repealed or added to **by a special resolution** as defined in Rule 35 1 (a) carried at a Special Meeting.
- (2) Members may request the alteration of the Rules to be circulated to members for decision if a written notice signed by fifteen (15) financial Ordinary Members as described in Rule 1 (15) is provided to the Secretary with any proposed addition, deletion or amendment not less than thirty (30) days before the date of the proposed Annual General Meeting or in the manner described in Rule 36 for a Special General Meeting.
- (3) However an amendment, repeal or addition is valid only if it is registered by the Chief Executive as defined in Rule 1 (20).

### 40 FUNDS AND ACCOUNTS

- (1) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the Management Committee.
- (2) The Management Committee is required to keep a separate bank account to general funds for the express purpose of managing the organisations obligations to:
  - (a) government taxes (BAS), staff entitlements and superannuation (if and when the Club is required by law)
- (3) The Government taxes mentioned in subrule (2)(a) may only be used for the purpose described within this subrule, though all established surpluses at the end of the Government reporting timeframe may be transferred to general funds.
- (4) The Treasurer must ensure records and accounts are kept in the English language showing full and accurate particulars of the financial affairs of the Club, using a reputable electronic accounting package.
- (5) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (6) A payment by the Club of one hundred dollars (\$100) or more must be made by cheque or electronic funds transfer that has been pre-approved by the Management Committee.
- (7) If a payment of one hundred dollars (\$100) or more is made by cheque or electronic funds transfer, the cheque or transfer must be signed by any two (2) of the following not a family member as defined in Rule 1 (8):

- (a) the President
  - (b) the Secretary
  - (c) the Treasurer
  - (d) any other member of the Club authorised by the Management Committee. However, one (1) of the persons who signs the cheque or authorises the payment electronically must be the President, the Secretary or the Treasurer.
- (8) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (9) The Club is entitled and authorised under these Rules to hold any number of Bank Debit Cards if so determined by the Management Committee to be required.
- (10) The Management Committee will ensure no individual card value exceeds the value of five hundred dollars (\$500) and that the total value of all cards issued by the Management Committee does not exceed one thousand dollars (\$1,000) at any one time.
- (11) The use of the debit card will be determined by the Management Committee in line with the financial expenditure, reporting requirements and good financial management practises.
- (13) All expenditure must be approved or ratified at a Management Committee Meeting.

#### 41 GENERAL FINANCIAL MATTERS

**(1) The duty of the Management Committee** Shall be to:

- (a) Set, administer and manage payment and payment compliance utilising modern financial practise and implement anti-fraud strategies;
- (b) Develop and operate a Club budget annually and this budget must report the projected income and expenditure against the previous year's actual income and expenditure (if available);
- (d) Sight and sign the most recent bank statement at each official Management Committee Meeting;
- (e) All funds raised, collected or paid by players or teams to be held in the Club's accounts for distribution by the Management Committee in accordance with Subrule (f). The Treasurer will be required to record and report these items separately within their financial report/s;
- (f) All funds raised, collected and or paid specifically by individual player group as will be held by the Club for their express use and or development unless the members eligible to vote of this group agree at a General or Special Meeting of the Club;
- (g) Changing uniform design and or logo/s may only occur if eighty percent (80%) of a team/s uniforms are due to be replaced or if required by the governing body. This rule will not apply if the Club has secured a sponsor/s and said sponsor/s has agreed to pay the **total value** for changing the whole of Club uniform design and the loss of sales for all merchandise carrying the old branding and or design;
- (h) The income and property of the Club must be used solely in promoting the Club's objects and exercising the Club's powers.

**(2) The duty of Treasurer** Shall be to:

- (a) Operate in accordance with the Club's financial policies, procedures and risk reduction strategies (fraud) always;
- (b) keep the financial records electronically and stored in the cloud to mitigate risk;
- (c) provide a written financial report at every official meeting of the Management Committee that reports at least the budgeted (expected) income and expenditure forecast against the actual income and expenditure for the report period and produce the most recent bank statements for all Management Committee members to view; and
- (d) On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last



reportable financial year is prepared in the manner required by the Act as defined in [Rule 1 \(3\)](#).

- (3) **Documents and contracts** must be signed by a member of the Management Committee and countersigned by:
- (a) the Secretary; or
  - (b) another member of the Management Committee; or
  - (c) someone authorised by the Management Committee.

#### 42 DOCUMENTS

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Club must be in the manner described in [Rule 1 \(18\)](#)

#### 43 FINANCIAL YEAR

The end date of the Club's financial year will be **31 October** in each year and the Club's Annual General Meeting is to be conducted within three (3) months unless the members agree at a Special General Meeting to an alternative time in accordance with Rule (30).

#### 44 OPERATIONAL MEETINGS

- (1) Operational meetings as described in [Rule 1 \(14\)](#) to determine key operational matters that impact the operations of the sport and shall be scheduled on a date and time determined by the Management Committee from time to time.

#### 45 POLL OF MEMBERS OR MEMBER GROUPS

- (1) The Management Committee have the right to conduct a member poll on any matters they so determine.
- (2) The Management Committee will be required to identify if the poll results are being used to determine members' opinion and or if the results will determine a decision.
- (3) The Management Committee will action the results of each member poll in accordance with how members were informed their result would be actioned (opinion/decision).

#### 46 CLUB NOT TO BE USED FOR BUSINESS

- (1) No Member will give the address of the Club in any advertisement or use the Club for business purposes.

#### 47 DISORDERLY CONDUCT AT ANY MEETING

If a Member at any meeting:

- (1) persistently and wilfully obstructs the business of any meeting;
- (2) is guilty of disorderly conduct;
- (3) uses objectionable words and refuses to withdraw such words;
- (4) persistently and wilfully disregards the authority of the Chairman;
- (5) the Member may be excluded by the Chairman for the duration of the meeting and may be further dealt with under the Constitution and or Policies of the Club.

#### 48 OBJECTION TO VALIDITY OF VOTE

- (1) Subject to this Constitution, the Chairman will be sole and absolute judge as to the validity of any vote cast on any question, and unless objection to the validity of any vote is raised immediately after the Chairman has declared the result of the vote there on its validity cannot be again raised at any subsequent stage of the meeting.

#### 49 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (1) This rule applies if the Club:
  - (a) is wound-up under part 10 of the Act; and



- (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Club.
- (3) The surplus assets must be given to another Hockey entity, as decided on by the Management Committee:
  - (a) having objects similar to the Club's objects; and
  - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— surplus assets see section 92(3) of the Act.