

1 NAME

The name of the Club shall be Casuarina Beach Hockey Club Incorporated (referred to in these rules as “the Club”).

2 OBJECTS

The objects of the Club shall be:

- a To foster, promote and develop the game of hockey in the Casuarina and surrounding local area.
- b To manage and host all games involving teams visiting Casuarina.
- c To develop ideals of sportsmanship, responsibility, cooperation and respect amongst players, officials and volunteers in the game of hockey.
- d To promote the physical enjoyment and recreation of members and create a local community of hockey players.

3 MEMBERSHIP

- a Subject to these rules the members of the Club shall be the members of the Club which are affiliated with the Club immediately prior to the adoption of these rules together with such other people and organisations as the Executive Committee admits to membership.
- b Membership is open to all individuals and organisations who accept the objects and rules of the Club.
- c Individuals and organisations wishing to become members of the Club shall apply to the Executive Committee for membership.
- d The Executive Committee shall determine whether or not to accept an application for membership. The Executive Committee is not required to supply reasons for accepting or rejecting an application for membership.
- e Members shall pay such fees as are determined by the Club at an annual/special general meeting provided that in lieu of or in addition to individual membership fees the Association at an annual/special general meeting. If membership fees are unable to be set at an annual/special general meeting, the Executive Committee can set and/or alter such fees at their discretion.
- f A register of members shall be kept by the Club showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- g Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three (3) months of the due date. Members of the club shall not be entitled to vote at any meeting of the Club or its Sub-Committees if they are not a financial member of the Club.

- h Membership fees shall fall due on the date determined by the Executive Committee. The financial year of the Club shall run from January 1 to December 31 or such other period as is determined by the Executive Committee.
- i The Club may at an Annual General Meeting elect as a life member of the Club any member or former member of the Club who has made an outstanding contribution to the advancement of hockey in the area provided that only one life member may be elected in any one year.

4 MEMBERS' LIABILITY

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

5 DISCIPLINING OF MEMBERS

The Executive Committee shall hear, investigate and adjudicate upon any charge against any member or affiliated club and determine the procedure for disciplining members.

Anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them may do so at the next Executive Committee meeting.

6 MANAGEMENT - BY THE EXECUTIVE COMMITTEE

- a The Club shall have its affairs controlled and managed by the office bearers and other members known as the Executive Committee
- b The office bearers shall be President, Vice President (Men), Vice President (Women), Secretary (Public Officer) and Treasurer plus one (1) ordinary member and (2) delegates nominated by the Coaching and Selection Committee.
- c Each member of the Executive Committee shall hold office from the date of his or her election or appointment until the next Annual General Meeting.
- d Retiring Executive Committee members are eligible for re-election.
- e The Executive Committee shall meet as often as necessary to conduct the business of the Club and not less than once in each month from February 1 to September 30 each year and thereafter as often as the Executive Committee sees fit.
- f The quorum for meetings of the Executive Committee shall be four (4).
- g Notice of Executive Committee meetings shall be given at the previous Executive Committee meeting or by such other means as the Executive Committee may decide upon.
- h A member of the Executive Committee shall cease to hold office upon resignation in writing; removal as a member of the Club; or absence from three successive Executive Committee meetings without approval by the Executive Committee.

- i The Executive Committee may function validly provided its numbers are not reduced below the quorum. Should Executive Committee numbers fall below the quorum the remaining Executive Committee members may act only to appoint new Executive Committee members.
- j Questions arising at any meeting of the Executive Committee shall be decided by the majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- k If within half an hour of the time appointed for a Executive Committee meeting a quorum is not present the meeting shall be dissolved.
- l Additional meetings of the Executive Committee may be convened by the President or any two members of the Executive Committee.

7 CLUB ANNUAL GENERAL MEETINGS

- a An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club (except the first Annual General Meeting which shall be held within two months from the end of the first financial year and within eighteen (18) months of incorporation).
- b The Executive Committee may, whenever it thinks fit, convene a special general meeting of the Club. A special general meeting must be convened by the Executive Committee within twenty-eight (28) days of receiving a written request to do so from two (2) Executive Committee members.
- c At least fourteen (14) days notice of all annual/special general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty-one (21) days before the meeting.
- d 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 meeting;
 - ii receipt of the Executive Committee's report upon the activities of the Club in the last financial year;
 - iii election of office bearers, Auditors, Delegates to Tweed Border Hockey Association, Publicity Officer/s, and members of the following sub-committees:
 - Grounds Committee (2/3 Members)
 - Umpiring Committee
 - Junior Committee
 - Coaching and Selection Committee
 - Uniform Committee

- Canteen Committee
- Equipment Committee
- Fund-raising/Sponsorship Committee
- Social Committee
- Finance Committee
- Communications/Statistics Committee

and any other committee that the Executive Committee may from time to time decide to elect.

Confirmation of Executive Committee delegates elect from the following sub-committees:

- Coaching and Selection Committee
- Junior Committee

Appointment of Patron/s

- iv Nominations for Representative team Coaches, Managers and Selectors will be forwarded to the Representative Selections Committee
- iv receipt and consideration of a statement from the Executive Committee which is not misleading and gives a true and fair view for the last financial year of the Club's:
 - * income and expenditure
 - * assets and liabilities
 - * mortgages, charges and other securities
 - * trust properties
- e The quorum for an annual/special general meeting shall be five (5) 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.
- f 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 Senior affiliated member shall be entitled to one (1) vote. Persons who held office for the Club 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.
- g All votes shall be given personally and there shall be no voting by proxy.
- h In the case of an equality of votes the person appointed to chair the annual/special general meeting shall have a second or casting vote.

- i Nominations of candidates for election as office bearers of the Executive Committee or other Sub-Committee members shall be called for by the Secretary at least two (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 may be filled from nominations received from the floor at the Annual General Meeting - nominees must be present.
- j Written notice of all annual/special general meetings shall be given to members either personally or by post or on the Club's Website or by email or by publication of an appropriate notice in the Daily News or such other newspaper circulating in the area.

8 OFFICE BEARERS

- a The President or, in the President's absence, the Vice President/s shall act as chairperson at each annual/special general meeting and Executive Committee meeting of the Club.
- b If the President and Vice President/s are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c The Secretary shall ensure that records of the business of the Club including the rules, register of members, minutes of all annual/special general and Executive Committee meetings and a file of correspondence are kept. These shall be available for inspection by any member and shall be held in the custody of the Secretary.
- d The Treasurer shall ensure that all money received by the Club is paid into an account in the Club's name. Payment shall be made through a petty cash system or by cheque signed by two signatories authorised by the Executive Committee. Major or unusual expenditure shall be authorised in advance by the Executive Committee.
- e The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Club. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer. A written financial statement shall be submitted at each Executive Committee meeting.
- f The Statistician shall compile a list of all players and their respective grades and shall keep a record of all game points, results, goals scored and Player Sportsman points.
- g The Registrar shall be responsible for an updated list of registered players to be submitted to the Tweed Border Association and Executive Committee at least once a month.
- h Sub-Committees shall come under the control of the Executive Committee .

9 UMPIRE'S COMMITTEE

- a The Umpire's Committee shall consist of at least one qualified umpire nominated by the Executive Committee as Coordinator and one or two members appointed by the Umpires Committee Coordinator.
- b The Umpire's Committee shall oversee the appointment of umpires to fixtures each week. The Umpire's Committee will assist with the development, coaching and encouragement of the club's umpires.

10 GROUNDS COMMITTEE

- a The Grounds Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and two or three members appointed by the Grounds Committee Coordinator.
- b The Grounds Committee shall decide the fitness of grounds.
- c The Grounds Committee shall ensure that the Club Grounds, lights and surrounds are in good working condition and ready for games throughout the year.

11 JUNIOR COMMITTEE

- a The Junior Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and two or three members appointed by the Junior Committee Coordinator.
- b The Junior Committee shall liaise with the Junior Committee Coordinator and Club coaches to assist in the development and encouragement of coaches.
- c The Junior Committee shall liaise with the Coaching and Selection Committee on matters to do with selection.

12 COACHING AND SELECTION COMMITTEE

- a The Coaching and Selection Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and two to four members appointed by the Coaching and Selection Committee Coordinator.
- b The Coaching and Selection Committee shall liaise with the Junior Committee Coordinator and Club coaches to assist in the development and encouragement of coaches.
- c The Coaching and Selection Committee shall liaise with Club coaches and assist in selection decisions.

13 UNIFORM COMMITTEE

- a The Uniform Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Uniform Committee Coordinator.

- b The Uniform Committee shall order and distribute Club uniforms to members.
- c The Uniform Committee shall keep accurate records of uniform distribution.

14 EQUIPMENT COMMITTEE

- a The Equipment Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Equipment Committee Coordinator.
- b The Equipment Committee shall ensure all Club equipment is stored and in good working order.
- c The Equipment Committee shall keep accurate records of Club equipment.

15 CANTEEN COMMITTEE

- a The Canteen Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Canteen Committee Coordinator.
 - b The Canteen Committee shall order and store canteen supplies and keep accurate records.
- c The Canteen Committee shall appoint teams and members responsible for canteen duty each week.

16 FUND-RAISING AND SPONSORSHIP COMMITTEE

- a The Fund-raising and Sponsorship Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Fund-raising and Sponsorship Committee Coordinator.
- b The Fund-raising and Sponsorship Committee shall liaise with sponsors and seek new sponsors.
- c The Fund-raising and Sponsorship Committee shall organise the annual senior and junior fund-raising events.

17 SOCIAL COMMITTEE

- a The Social Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Social Committee Coordinator.
- b The Social Committee shall coordinate the sign-on and monthly sausage sizzles.
- c The Social Committee shall order trophies and other presentations and coordinate the end of year junior and senior presentations.

18 FINANCE COMMITTEE

- a The Finance Committee shall be comprised of the Treasurer nominated by the Executive Committee and one or two members appointed by the Executive Committee.
- b The Finance Committee shall keep the asset register and financial records in order.
- c The Finance Committee shall liaise with the Executive Committee to set policy on fee levels, representative player support and other club expenditure.

19 COMMUNICATION/STATISTIC COMMITTEE

- a The Communication/Statistic Committee shall be comprised of one member nominated by the Executive Committee as Coordinator and one or two members appointed by the Communication/Statistic Coordinator.
- b The Communication/Statistic Committee shall keep accurate records and statistics on the Club and members and update the Club's website.

20 REGISTRAR

- a The registrar shall be duly elected at the Club's Annual General Meeting and/or appointed by the Executive Committee. The Registrar shall be responsible for maintaining appropriate records to monitor the progress of the competition and the Player Sportsperson points.
- b The Registrar shall be responsible to record all suspension cards issued and noted on the game cards for disciplinary action if required.
- c The Registrar shall report to the Executive Committee meetings any matter deemed relevant.

21 SPECIAL RESOLUTIONS

- a A special resolution must be passed by an annual/special general meeting of the Club to effect the following changes:
 - i a change of the Club's name;
 - ii a change of the Club's rules;
 - iii a change of the Club's objects;
 - iv an amalgamation with another Incorporated Club;
 - v to voluntarily wind up the Club and distribute its property;
 - vi to apply for registration as a Company or Co-operative.
- b 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 twenty-one (21) 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 Department of Fair Trading for permission to pass the resolution in some other way.

22 PUBLIC OFFICER

- a The Executive Committee shall ensure that a person is appointed as Public Officer.
- b The first Public Officer shall be the person who completed the application for incorporation of the Club.
- c The Executive Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.
- d The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - i death
 - ii resignation
 - iii removal by the Executive Committee or at an annual/special general meeting
 - iv bankruptcy or financial insolvency
 - v mental illness
 - vi residency outside New South Wales
- e When a vacancy occurs in the position of Public Officer, the Executive Committee shall within fourteen (14) days notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- f The Public Officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
 - i appointment (within fourteen (14) days)
 - ii a change of residential address (within fourteen (14) days)
 - iii a change in the Club's objects or rules (within one month)
 - iv a change in the membership of the Executive Committee (within fourteen (14) days)
 - v of the Club's financial affairs (within one month after the Annual General Meeting)
 - vi a change in the Club's name (within one month).

23 BY-LAWS

The Executive Committee or an annual/special general meeting shall have power to make or amend by-laws pursuant to the rules.

24 MISCELLANEOUS

- a The Club shall effect and maintain insurance as is required under the Club's Incorporation Act together with any other insurance, which may be required by law or regarded as necessary by the Club.

- b The funds of the Club shall be derived from the fees of the members, donations, grants and such other sources approved by the Club.
- c The Common Seal of the Club shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Executive Committee.
- d The Club may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Club should be wound up. The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act 1984.
- e Service of documents on the Club is effected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.
- f Notices sent by post shall be deemed to have been received two (2) days after the date of posting.
- g The income and property of the Club shall be used only for promotion of the objects of the Club and shall not be paid or transferred to members by way of dividend bonus or profit.
- h The rules of hockey for the time being as recognised by the Australian Hockey Association shall be observed in all matches controlled by the Club.
- i Once at least in every year the accounts of the Club shall be examined and the correctness of the statement and balance sheet ascertained by duly elected auditors. Such auditors shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting.