

**Rules Of Victoria University of Wellington Hockey Club
Incorporated**

Certified to be the rules of the Club:

 Matt Wilson MWilson

Signature

 Club Captain

Office

 9/4/13

Date

Rules of Victoria University of Wellington Hockey Club Incorporated

Part 1

This Part deals with the name of the club, key words used in these rules and the objects and powers of the Club.

1. Name of the club

- 1.1 The name of the club is Victoria University of Wellington Hockey Club Incorporated.

2. The meaning of key words

In these rules:

- 2.1 "**Act**" means the Incorporated Societies Act 1908 and any amendments.

"**Annual General Meeting**" means a General Meeting held on an annual basis pursuant to rule 20.

"**Associate Members**" means a Member who obtains an associate membership under clause 5.2.

"**Committee**" means the committee of Members elected pursuant to and with the duties set out in rule 9.

"**the Club**" means Victoria University of Wellington Hockey Club Incorporated or any other name under which that entity is incorporated for the time being.

"**Chairperson**", "**Secretary**", "**President**", "**Vice President**", "**Patron**", "**Treasurer**"

"**Club Captain**" mean respectively the chairperson, secretary, president, vice president, patron, treasurer and club captain of the Club, as elected pursuant to these rules and with the duties provided in these rules.

"**Club Noticeboard**" means the www.victoriahockey.org.nz, or any subsequent website operated by the Club and confirmed by the Committee.

"**Member**" means a member who has paid to the Club all the necessary subscriptions, levies and fees that may be payable by him, her or it. A Member may include a corporate body.

"**General Meeting**" means any meeting of Members, to which all Members are invited to attend.

"**Life Members**" means a Member who is made a life Member pursuant to rule 5.3.

"**the Registrar**" means the Registrar of Incorporated Societies.

3. The Objects and Powers of the Club

- 3.1 The objects of the Club include:

- a. to promote, foster, control, encourage and advance the game of hockey at club, regional, national and international/eve/, and especially among students of Victoria University of Wellington;

- b. to affiliate with an appropriate governing body or bodies to promote the game of hockey in Wellington and in New Zealand (including at New Zealand Universities levels);
 - c. to teach Members how to play & umpire hockey with skill and good sportsmanship;
 - d. to coach teams and to supply the organisation and equipment necessary for teams of Members to play hockey;
 - e. to engage professional and other advisors, agents, officers and employees;
 - f. to become a Member of any other club whether incorporated or not whose objects are similar to those of the Club;
 - g. to purchase or otherwise acquire the use of or deal with any real or personal property (including intangible property) for the Club's business;
 - h. to borrow or lend money, whether on a secured or unsecured basis, for the purpose of any of the objects of the Club subject to rule 18;
 - i. to raise money for the purpose of the objects of the Club, whether by membership subscriptions, levies, fundraising, promotions, sponsorships, competitions, lotteries, or business activities of any description;
 - j. to get any licences or permits which may be required for the objects of the Club;
 - k. to invest the money not immediately required for the Club's business;
 - l. to insure the property (including equipment), Members and employees of the Club;
 - m. to maintain any property or equipment that may be required for the objects of the Club;
 - n. to recognise the previously existing Victoria University of Wellington Men's and Women's Hockey Clubs as the Club's predecessors and to recognise those clubs histories and to maintain such history within the Club; and
 - o. to encourage participation in the Club's activities as enjoyable and rewarding experiences and to create and encourage a unique club spirit both on and off the hockey field;
 - p. to do anything else to further or attain these objects and to exercise the powers of the Club.
- 3.2 From time to time, the Club may primarily focus on any one or more of the above objects and not on the other listed objects .
- 3.3 In order to achieve the preceding objects, the Club has the full capacity to carry on or undertake any business or activity, to do any act, or enter into any transaction and has the rights, powers and privileges of a natural person .
- 3.4 The borrowing power of the Club, whether secured or unsecured, or by the issue of securities or in any other way cannot exceed \$2,000.00 in respect of any particular

borrowing without the prior consent of the Club by ordinary resolution in General Meeting.

Part 2

This Part deals with the membership of the Club.

4. Different types of membership

4.1 There are the following types of membership of the Club:

Non-student Members

- a. Members who wish to play for a Club team and who, at the time of application, are not current full time students of Victoria University of Wellington.

Student Members

- b. Members who are at the time of application enrolled in full time education as a student at Victoria University of Wellington and who wish to play for a Club team.

Associate Members

- c. Members who are made associate members under rule 5.2.

Life Members

- d. Members who are made life members under rule 5.3.

5. How to become a Member

5.1 If a person wishes to become a non-student or student Member of the Club that person must apply to the Secretary in writing or by electronic means in the form required by the Committee from time to time and available from the Secretary. The Committee (or a delegated committee of the Committee) will consider the application. The Committee may decline the application without giving any reason.

5.2 If a person considers that he, she or it may have sympathy with or may contribute to the aspects of the Club that person may apply to the Secretary for associate membership. Associate membership shall include membership for non-playing Members. Applications for associate membership must be in writing in the form required by the Committee and available from the Secretary. The Committee (or a delegated committee of the Committee) will consider the application. The Committee may decline the application without giving any reason.

5.3 In respect of Life Members: Any Member of the Club (or the Committee) may recommend another Member of the Club for life membership of the Club. The nominee must have rendered special services of value to the Club or the cause of hockey or otherwise be worthy of nomination.

- b. No particular form is required for nomination but sufficient information concerning the nominee must be given to the Committee in order that it may make an informed decision.
- c. After consideration of the nomination the Committee (or a delegated committee of the Committee) may recommend the nomination for approval by the Club in a General Meeting by special resolution. The Committee may decline to recommend a nomination for any reason.

6. Entrance fee and acceptance of rules

- 6.1 Upon acceptance of his, her or its application to become a Member pursuant to rule 5, every Member must pay to the Club the then current entrance fee (if any) which is payable in respect of that class of membership.
- 6.2 Subject to clause 8.1.c, upon satisfaction of clause 6.1 the applicant for membership will be a Member of the Club and entitled to all the privileges of membership.
- 6.3 The Member is bound by the rules and by-laws of the Club and their amendments, including the obligation to pay the Club the annual subscription.

7. Annual subscription and levies

- 7.1 Annual subscriptions shall be fixed by the Club at its Annual General Meeting on the recommendation of the Treasurer. Such annual subscriptions may be subject to rebates for prompt payment, participation on the Committee or otherwise with Club administration activities, contributions to coaching, management or umpiring and in recognition of achievement at club, regional, national or international level as the Committee may in its discretion determine from time to time taking into account the financial position of the Club and the Objects of the Club under rule 3.
- 7.2 The Committee has the power to impose levies on Members at any time in relation to the objects of the Club.
- 7.3 Annual subscriptions and levies and the timing of their payment may be different for different classes of membership.
- 7.4 Unless otherwise determined by the Committee, annual subscriptions are to be paid by the following methods in the following manner:
 - a. Life Members:
 - i. no subscription is payable;
 - b. Associate Members:
 - i. such nominal subscription (if any) as is determined by the Committee from time to time as a proportion of the subscription payable by playing Members;
 - c. Non-student Members:
 - i. an annual subscription fixed at the Annual General Meeting in accordance with rule 7 for the current financial year of the Club;

- d. Student Members:
 - i. an annual subscription fixed at the Annual General Meeting in accordance with rule 7 for the current financial year of the Club.

7.5 The Committee may require levies to be paid in one sum or in instalments and different times in each for different classes of membership.

7.6 The Committee shall at its sole discretion have the power to reduce the amount of an individual Member's annual subscription in cases of hardship or part-season availability provided an application for such reduction is submitted in writing or by electronic means to the Committee by the Member concerned.

8. Termination of membership

8.1 Membership may be terminated:

- a. by the written resignation of the Member delivered to the Secretary; or
- b. by any Member transferring to another hockey club in New Zealand subject to rule 8.3 and 8.4; or
- c. by majority resolution of the Committee where the Member is in arrears with any subscription or levy after 30 days' notice has been given for payment; or
- d. by majority resolution of the Committee in accordance with rule 23.3

8.2 The Committee shall have the discretion to deem the membership terminated of any Member who does not sign a list of intending player/Members prior to the Annual General Meeting in any year.

8.3 Termination of membership, either by the Member or by the Club, does not release the Member from the obligation to pay any entrance fee, subscription or levy or other payment already outstanding to the Club or from the obligation to return immediately to the Club any of its gear or property which is held by the Member.

8.4 Upon request from a Member, another hockey club in New Zealand or New Zealand Hockey, to register a player transfer, the Committee shall be entitled to withhold such registration on the basis that any entrance fee, subscription or levy, or other payment due to the Club remains outstanding until such obligation has been paid to the Club in full.

Part 3

This Part of the rules deals with the management of the Club by the Committee and its sub-committees.

9. The Committee

9.1 The business of the Club is managed by the Committee.

9.2 The powers and duties of the Committee are to:

- a. appoint a time and place at which regular meetings are held, in accordance with standing orders for the conduct of its business, if necessary;

- b. promote the objects of the Club and to ensure that these rules are followed;
- c. appoint such sub-committees as may be necessary from time to time;
- d. appoint or cancel the appointment of officers and officials;
- e. administer of Club business for the benefit of the Club;
- f. decide upon any matter not covered by the existing rules or by-laws and make, alter or rescind rules or by-laws not repugnant to the rules and in furtherance of the objects set out in rule 3.
- g. hold enquiries into any matters or disputes affecting the welfare of the Club and to decide upon those matters or disputes;
- h. administer the disciplinary procedures of the Club set out in rule 23 to the welfare of the Club;
- i. deal with any legal proceedings by or against the Club or its officers concerning the Club;
- j. administer and promote all aspects of Club activities required for the benefit of the Club such as hockey games publicity, fund raising, playing gear, relationships with associated bodies, finance, social activities or any other matters required for the beneficial running of the Club.

9.3 Any Member of the Committee or any sub-committee who does not attend two consecutive meetings or three meetings in any 6-month period without being granted leave of absence may be deemed by the Committee to have resigned his or her position and if he or she is also an officer of the Club to have resigned that position, whereupon the Committee shall have the discretion to review any rebate offered on the annual subscription to such Member and require such amount initially rebated to be payable to the Club immediately or on demand.

9.4 The Committee may delegate to a sub-committee of Members of the Committee or a Member of the Committee or any other club official referred to in rule 10, any one or more of its powers under these rules.

9.5 The Members of the Committee are elected at the Annual General Meeting.

10. Club officials

Officers

10.1 The following officers of the Club are to be elected at the Annual General Meeting:

- a. Patron or joint Patron which is an honorary position not involving any management or other responsibilities;
- b. President which is an honorary position not involving any management or other responsibilities;
- c. Vice Presidents which are honorary positions not involving any management or other responsibilities;
- d. Club Captain;

- e. Secretary;
- f. Treasurer.
- g. Coaching Co-ordinator .

- 10.2 All Members shall be eligible for election as officers to the Club.
- 10.3 The officers of the Club shall be elected by ballot by those Members of the Club present at the Annual General Meeting.
- 10.4 Officers shall continue in office until termination of the Annual General Meeting in which their successors have been appointed and shall be eligible for re-election unless removed from office by two-thirds of the votes recorded at a special General Meeting specifically called to consider the officer's removal.
- 10.5 Any vacancy that may occur in the officers of the Club shall be filled by the Committee to enure until the next Annual General Meeting.

Committee

- 10.6 Members of the Committee shall comprise:
 - a. Club Captain
 - b. Secretary;
 - c. Treasurer
 - d. Coaching Co-ordinator;
 - e. Three additional Members (to be elected at the Annual General Meeting).
- 10.7 On proposal of the Members to the committee under rule 10.6, the Club Captain shall remind those Members present at the Annual General Meeting of the composition of the Club and the Club shall endeavour to ensure that the Committee include not less than 3 male and 3 female Members.
- 10.8 The Committee shall on commencement in each year nominate other positions to be filled by Members of the Committee as necessary to efficiently manage the Club and further its objects as set out in rule 3 (for example, Social Co-ordinator, Grants/Fundraising Officer, Communications Officer, Team Officials and Victoria University Liaison Officer).
- 10.9 If necessary, the Committee has the power to assign to Member(s) otherwise not elected on the Committee such positions as it considers necessary to efficiently manage the Club and further its objects as set out in rule 3 and such Member(s) shall be responsible to the Committee for the performance of his or her tasks.
- 10.10 If any club official dies, resigns or is removed from office or is otherwise incapable of performing his or her duties, the Committee may appoint a replacement to hold office until the next Annual General Meeting.

11. Procedure for meetings of the Committee

Chairperson

- 11.1 If at a meeting of the Committee, the Club Captain is not present within 15 minutes after the time appointed for the commencement of the meeting, the Committee Members present may choose one of their number to be chairperson of the meeting.

Notice of meeting

- 11.2 Any Committee Member may convene a meeting of the Committee by giving notice in accordance with this rule.
- 11.3 Not less than three days' notice of a meeting of the Committee must be sent (either by post or by electronic means) to every Committee Member who is in New Zealand, and the notice must include the date, time, and place of the meeting and the matters to be discussed. However, in the case of an emergency or if all Members of the Committee agree (whether or not in writing) a meeting of the Committee may be held on shorter notice.
- 11.4 An irregularity in the notice of a meeting is waived if all Committee Members entitled to receive notice of the meeting attend the meeting without protest as to the irregularity or if all Members of the Committee entitled to receive notice of the meeting agree to the waiver.

Methods of holding meetings

- 11.5 A meeting of the Committee may be held either:
- a. by a number of the Committee who constitute a quorum, being assembled together at the place, date, and time appointed for the meeting; or
 - b. by means of audio, or audio and visual, communication by which all Members of the Committee participating and constituting a quorum can simultaneously hear each other throughout the meeting.

Quorum

- 11.6 A quorum for a meeting of the Committee is a majority of the Committee.
- 11.7 No business may be transacted at a meeting of the Committee if a quorum is not present.

Voting

- 11.8 Every Committee Member has one vote.
- 11.9 A resolution of the Committee is passed if it is agreed to by all Members of the Committee present without dissent or if a majority of the votes cast on it are in favour of it.
- 11.10 A Member of the Committee present at a meeting of the Committee is presumed to have agreed to, and to have voted in favour of, a resolution of the Committee unless he or she expressly dissents from or votes against the resolution at the meeting.

Minutes

11.11 The Committee must ensure that minutes are kept of all proceedings at meetings of the Committee.

Unanimous resolution

11.12 A resolution in writing, signed or assented to by all of the Members of the Committee then entitled to receive notice of a Committee meeting, is as valid and effective as if it had been passed at a meeting of the Committee duly convened and held.

11.13 Any such resolution may consist of several documents (including facsimile or other similar means of communication) in like form each signed or assented to by one or more Member of the Committee.

11.14 A copy of any such resolution must be entered in the minute book of Committee proceedings.

Other proceedings

11.15 Except as provided in these rules, the Committee may regulate its own procedure.

Part 4

This Part deals with particular officers of the Club such as the Club Captain, Secretary, the Treasurer, Team Officials, Patron or Joint Patron and President.

12. Club Captain

12.1 The duties of the Club Captain are:

- a. to provide leadership to the Committee and to the Club;
- b. to facilitate the Club's strategic relationship with Wellington Hockey Association, the National Hockey Stadium Trust and (if appropriate) the New Zealand Hockey Federation, and the successors of those organisations,
- c. to conduct Committee and general meetings in accordance with their agendas and the rules and objects of the Club;
- d. to ensure that Members attending meetings have equal opportunities to be heard and have their points of view considered;
- e. to ensure that every entitled Member has an equal right to vote on any issue and thus help in the making of decisions;
- f. to submit a written report to the Committee for presentation each year to the Annual General Meeting.

13. Secretary

13.1 In addition to being a Member of the Committee, the secretary must attend to all correspondence and keep minutes of General Meetings and meetings of the Committee and ensure that any sub-committee keeps minutes.

- 13.2 The Secretary must keep a register of Members of the Club, with addresses and other relevant details and in doing so comply with the provisions of the Privacy Act 1993.
- 13.3 The Secretary must keep all records and generally perform all the clerical work of the Club. With the written approval of the Committee these tasks may be delegated but the Secretary remains responsible for their performance.
- 13.4 When the Secretary ceases to be Secretary for any reason whatsoever the Secretary must immediately deliver to the Committee all Club books, papers, documents and property in the Secretary's possession or control.
- 13.5 The Secretary must ensure that one Member of the Committee is appointed to act as a liaison with Victoria University of Wellington.
- 13.6 The Committee may from time to time issue and amend job descriptions for the Secretary.

14. Treasurer

- 14.1 The Treasurer must receive all subscriptions and all other money payable to or receivable by the Club and must pay all accounts approved by the Committee. The Committee may delegate levels of payment to the Treasurer by written authority.
- 14.2 The Treasurer must invest all funds of the Club in such manner as directed by the Committee.
- 14.3 The Treasurer must keep the books of accounts of the Club in a form approved by the Committee and must submit at each Committee Meeting a Statement of Financial Performance, and expected Cash Flow Statement.
- 14.4 The Treasurer must submit the books of accounts to an independent auditor or accountant, who shall be a chartered accountant and who shall not be an existing Member of the Committee, for review and comment each year. If necessary for the purposes of grant applications, the Treasurer shall use his or her best endeavours to have the books of accounts audited according to the requirements to allow the Club to apply for funding grants.
- 14.5 The Treasurer must submit at the Annual General Meeting a statement of financial position and a statement of financial performance reviewed in accordance with clause 14.4 and a prospective budget for the immediately following year on which the Treasurer makes a recommendation to the Club for the fixing of Annual Subscriptions.
- 14.6 The Treasurer is responsible for filing any required returns and information required by the Inland Revenue Department or other government agency and report to the Committee that such returns have been filed.
- 14.7 When the Treasurer ceases to be Treasurer for any reason, the Treasurer must immediately deliver to the Committee all Club books, papers, documents and property in the Treasurer's possession or control.
- 14.8 The Committee may from time to time issue and amend job descriptions for the Treasurer.

15. Coaching Co-ordinator

15.1 The duties of the Coaching Co-ordinator are:

- a. to liaise with all Club coaches and managers on an on-going basis to provide support, assistance and encouragement as needed from time to time;
- b. to communicate regularly with Club coaches and to facilitate communication between Club coaches and the Committee to promote the efficient operation of the Club;
- c. to investigate coaching development tools and information available which may be beneficial to Club coaches for development purposes and provide the Committee with such relevant information on an on-going basis;
- d. to publicise vacancies for Club coaching positions through Club, Wellington Hockey Association and any other appropriate channels and co-ordinate applications for such positions for consideration by the Committee. The appointment of Club coaches shall be a matter determined by the Committee;
- e. to report regularly (and as requested by the Committee from time to time) on the preceding matters or any other matters relating to their responsibilities.

15.2 The Committee may from time to time issue and amend job descriptions for the Coaching Co-ordinator.

16. Patron or Joint Patron

16.1 The offices of Patron or Joint Patron are honorary positions involving no obligations to the Club.

17. President

17.1 The duties of the President are:

- a. to generally watch over the affairs of the Club and to assist the Committee to promote the objects of the Club;
- b. the President may attend and speak in an advisory capacity at any Committee or sub-committee meeting when he or she deems it necessary.

Part 5

This Part deals with the Club's funds, borrowing and the signing of contracts.

18. Control and use of the Club's funds

18.1 All money received by or on behalf of the Club must be paid to the credit of the Club in the bank account that the Committee has set up for the Club. All withdrawal drawn on the account must be authorised by the Treasurer and counter-authorised by the Club Captain or in the alternative by either of these together with one of the Committee Members.

- 18.2 The Committee may expend the Club's funds, or incur liabilities on behalf of the Club only to promote the not for profit objects and purposes of the Club as set out in rule 3.

19. How the club signs contracts

- 19.1 A contract not in the form of a deed can only be entered into on behalf of the Club in writing signed by two Members of the Committee (one of whom must be the Club Captain), authorised to do so by previous specific or general resolution of the Committee.

Part 6

This Part of the rules deals with the procedure at meetings of Members.

20. Annual meeting

- 20.1 The Annual Meeting is held in February or March each year or as otherwise decided by special resolution of the Club in General Meeting and on a date and at a time and place to be fixed by the Committee for the following purposes:
- a. to receive and approve the annual report, balance sheet, statement of accounts for the preceding year;
 - b. to elect Members to the Committee and to appoint the Auditor for the following year;
 - c. to fix entrance fees and subscriptions and levies (if any) for the following year;
 - d. to decide any resolution which is submitted to the meeting;
 - e. to attend to general business.

21. General Meetings

- 21.1 Other General Meetings may be called by resolution of the Committee or by written notice to the Secretary signed by any 8 Members stating the reason for calling the meeting.

22. Procedure for General Meetings

Notice of meetings

- 22.1 Any General Meeting (whether Annual or otherwise) must be convened by notice posted on the Club website not less than 7 days before the meeting.
- 22.2 The notice must state:
- a. the nature of the business to be transacted at the meeting in sufficient detail to enable a Member to form a reasoned judgment in relation to it; and
 - b. the text of any special resolution to be submitted to the meeting.

- 22.3 An irregularity in a notice of a meeting is waived if no Member who is entitled to attend registers a protest with the Secretary in writing or by electronic means prior to the date of the meeting.
- 22.4 The accidental omission to *give* notice of a meeting to, or the failure to receive notice of a meeting by, a Member does not invalidate the proceedings at that meeting.
- 22.5 If a meeting of Members is adjourned for less than 30 days, it is not necessary to give notice of the time and place of the adjourned meeting other than by announcement at the meeting that is adjourned and notification on the Club website.

Club Captain

- 22.6 If the Club Captain is present at a meeting of Members, he or she must chair the meeting. If the Club Captain is not present within 15 minutes of the time appointed for the commencement of the meeting, the Members present may choose one of their number to chair the meeting.

Methods of holding meetings

- 22.7 A meeting of Members may be held either:
- a. by a number of Members, who constitute a quorum, being assembled together at the place, date, and time appointed for the meeting; or
 - b. by means of audio, or audio and visual, communication by which all Members participating and constituting a quorum, can simultaneously hear each other throughout the meeting.

Quorum

- 22.8 Subject to rule 23.7, no business may be transacted at a General Meeting if a quorum is not present.
- 22.9 A quorum for a General Meeting exists if 15 Members are present in person.
- 22.10 If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting is adjourned to the same day in the following week at the same time and place, or to such other date, time, and place as the Committee may appoint, and, subject to this Rules, if, at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the Members or their proxies present are a quorum.

Voting

- 22.11 Voting at a meeting of Members is to be conducted by whichever of the following methods is determined by the chairperson of the meeting:
- c. voting by voice; or
 - d. voting by show of hands.
- 22.12 A declaration by the Club Captain of the meeting that a resolution is carried by the requisite majority is conclusive evidence of that fact.

- 22.13 The meeting may carry a motion directing that a vote be carried out by ballot.
- 22.14 Every question is to be decided by a simple majority of votes except as provided in rules 5.3 c. and 29.1 .
- 22.15 At all General Meetings, all Members (excluding Associate Members) are entitled on every motion to one vote exercised in person. Associate Members shall not be entitled to vote..

Minutes

- 22.16 The Committee must ensure that minutes are kept of all proceedings at meetings of Members.
- 22.17 Minutes that have been signed correct by the Club Captain of the meeting are evidence of the proceedings.

Other proceedings

- 22.18 Except as provided in these rules, a meeting of Members may regulate its own procedure.

Part 7

This Part of the rules deals with how the Members must conduct themselves as Members of the Club and disciplinary matters.

23. Disciplinary powers

Decision by the Committee

- 23.1 Disciplinary powers of the Club in respect of its Members are exercised by the Committee that will decide the matter by a majority vote.

Disciplinary powers

- 23.2 The disciplinary powers of the Committee may apply in the case of any Member (or person for whom the Member is responsible) who:
- a. contravenes any rule or bylaw of the Club or acts in contravention of its objects;
 - b. fails to observe or perform any provisions of the laws and regulations of the Wellington Hockey Association or New Zealand Hockey Association;
 - c. brings discredit or disrepute to the Club;
 - d. unreasonably damages Club equipment or property;
 - e. fails to return Club equipment or property at the request of the Committee;
 - f. fails to compensate the Club for the cost of any lost or damaged Club equipment or property at the request of the Committee; or
 - g. is guilty of conduct unbecoming a Member of the Club.

Disciplinary penalties

- 23.3 The Committee may impose the following penalties or orders under this rule:
- a. reprimand;
 - b. interim suspension order pending the hearing of any charges;
 - c. suspension;
 - d. termination of membership;
 - e. in the case of rule 23.2.e and f above, the Club shall have the power set out in rule 8.4 above.

Disciplinary procedure

- 23.4 The Committee must give the Member not less than 3 days' notice of the hearing of any complaint or complaints against the Member under rule 23.2.
- a. A Member may answer the complaint in writing to or by appearance before the Committee. If the Member wishes to appear in answer to the complaint he or she must not less than 1 day before the hearing give written notice of his or her intention to do so together with brief details of the matters in issue.
 - b. Any party at the hearing may be represented by counsel or agent but the proceedings must be conducted informally as the Committee thinks fit but so as to give each party a fair opportunity to be heard.
 - c. The Committee may receive and consider the complaint upon such information and submissions as it thinks fit and is not bound by the rules of evidence.
 - d. The hearing may be adjourned as the Committee thinks fit.
 - e. The decision of the Committee must (even if announced at the hearing), be recorded in writing and delivered to the Member. The decision is final in all respects.
 - f. The Committee may in its discretion notify Members of its decision including such particulars of names, complaints, findings and penalties or orders as it thinks fit.

Interim suspension

- a. The Committee may, before or during any hearing of a complaint, make an order for interim suspension where the Committee is of the opinion that the complaint is sufficiently serious for that order to be made or is otherwise in the interests of the Club or its Members.
- b. In considering interim suspension the Committee may, if it thinks fit, reduce the notice of hearing thereof to a period of not less than 1 day in the case of a complaint for which the hearing has not commenced. An interim suspension may be made at the hearing of a complaint for the duration of any adjournment until the final determination of the matter without prior notice other than an opportunity for the Member charged to be heard.

- c. Except as provided by rule 23.5 b. the procedure for interim suspension must follow the procedure prescribed by rule 23.5 as nearly as is reasonably possible in the circumstances.

Consequences of suspension

- 23.5 Upon imposition of a penalty of suspension under rule 23.3 c., the Member's membership of the Club is suspended for the period of the suspension. The Member (while remaining on the register of Members), is not entitled to exercise any of the rights and privileges of membership during the period of suspension.
 - a. Upon expiry of the period of suspension the Member will be entitled to exercise the rights and privileges of membership which he or she enjoyed prior to the suspension.

Consequences of termination of membership

- 23.6 Upon termination of membership, the Member must forthwith pay all money, subscriptions and other sums due to the Club and return to the Club any equipment, uniforms or property held by the Member.
 - a. Upon termination of membership, the Member is not entitled to exercise any rights or privileges of membership.

24. Playing uniform

- 24.1 The Club colours, to be comprised in the playing uniform, are those of Victoria University of Wellington, being:
 - a. Green (bottle); and
 - b. Gold,

unless otherwise determined by the Committee and first confirmed by ordinary resolution at a General Meeting of the Club.

Part 8

This Part of the rules deals with how these rules may be changed and also deals with other types of subsidiary rules designed to help the day to day operation of the Club.

25. Changes to these rules

- 25.1 These rules can be altered, added to or rescinded by a resolution passed by a two-thirds majority of those present at a General Meeting.
- 25.2 No alteration, addition to or revision of the rules shall be approved if it affects the not-for-profit objects, personal benefit prohibition or the winding-up rules of the Club. This rule 25.2 must not be removed from these rules and must be included in any alteration of, addition to or revision of these rules.
- 25.3 Every notice must state the details of the proposed change and the purpose of the proposed change.

25.4 Copies of such changes must be delivered to the Registrar in accordance with the requirements of the Act.

26. By-laws

26.1 The Committee has the power to make, alter or cancel subsidiary rules called by-laws not inconsistent with these rules for the conduct and behaviour of Members or any other matter related to the affairs of the Club. By-laws will take effect and become binding on all Members 7 days after notice of the bylaws has been given by notice to all Members of the Club, unless within that time a written notice of objection signed by 3 Members is received by the Secretary, in which case such notice is deemed to be a requisition for the purpose of convening a General Meeting.

Part 9

This Part of the rules deals with administrative matters such as what happens if the Club is wound up.

27. Financial Year

27.1 The financial year of the Club shall end on 31 December each year.

28. Prohibition on Personal Benefits

28.1 No Member or person associated with a Member may participate in or materially influence any decisions by the Club in respect of payment to or on behalf of that Member or associated person of any income, benefit or advantage.

28.2 Any such income paid or benefit or advantage conferred must be reasonable and relative to that which would be received in an arm's length transaction (being the open market value). This provision and its effect must not be removed from these rules and must be included in any alteration of, addition to or revision to these rules.

29. Winding up of the club

29.1 The Club must be wound up if the Members pass a Special Resolution requiring the Club to be wound up at a General Meeting called for that purpose and the resolution is confirmed by Special Resolution at a subsequent General Meeting called for that purpose and held not earlier than 60 days after the date on which the resolution so to be confirmed is passed.

29.2 If upon the winding-up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the property shall not be paid to or distributed among the Members of Club but shall be held in Trust by the Victoria University Of Wellington Students' Association or its successors or assigns, until such time as a Victoria University of Wellington Hockey Club is again formed, with similar objects to the Club and provided the reformed entity or body has not for profit status.

29.3 If there not be a sufficient quorum to wind up the Club the Members may apply to the Registrar for a decision to name any charitable organisation to which the assets after payment of expenses will be donated.

30. Indemnity

30.1 The Club shall indemnify every Officer of the Club, or any other person who has the authority of the Committee to incur any liability on behalf of the Club, in respect of all liability arising from the proper performance of their functions connected with the Club.

31. Registered office

31.1 The registered office of the Club is situated at the Victoria University Clubs Office, Kelburn Campus, Wellington, or as decided by the Committee.

31.2 The notice of every change of situation of the registered office must be duly notified to the Registrar and placed upon the Club Noticeboard. A failure to follow these procedures will not invalidate the change to the registered office.

We confirm that the above amended rules were approved at a Special General Meeting of the Club held on **9th of April 2013**

.....Matt Wilson MWilson

Club Captain

.....Morgan Terry Mj

Secretary

.....Ajneely Alexandra Tully

Treasurer