

## **CONSTITUTION**

### **East Coast Bays Hockey Club Incorporated**

(Compliant with the Incorporated Societies Act 2022)

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#### **1. Name**

The name of the society is **East Coast Bays Hockey Club Incorporated** ("the Club").

#### **2. Purpose**

The Club exists to:

- Promote and support amateur hockey for all ages and skill levels under NHHHA auspices.
- Provide a positive and inclusive sporting environment.
- Develop players' skills, teamwork, and sportsmanship.
- Organise teams, competitions, training, and social events.
- Manage the Club's resources responsibly for the benefit of its members.

#### **3. Membership**

- The Club shall have at least 10 members.
- Membership is open to all individuals who support the Club's purpose and complete the application process.
- The Committee approves all memberships.
- Members must provide contact details and pay any required fees.
- Membership lapses after one year if unpaid by 31 December of the year in which they are owed.
- The Club will maintain a **register of current members**.
- *The Committee shall have complete discretion when it decides whether or not to allow the applicant to become a Member. The Committee shall advise the applicant of their decision, and that decision shall be final. If membership is declined any fees paid with the application will be refunded.*

##### **3.1 Life Membership**

Awarded for outstanding service to the Club. Requires 75% approval at a general meeting.

### **3.2 Honorary Membership**

May be granted annually to *club volunteers* by general meeting decision. *Any honorary member may apply to become a financial member by notifying the Secretary in writing and paying an annual fee.*

### **3.3 Cessation of Membership**

- *Any Member wishing to resign from the Club shall give notice in writing to the Committee to that effect and pay all arrears due at the date of such notice.*
- *All Members shall comply with the Rules of the Club. If a representation is made to the Committee that the conduct of any member either in or outside of the club is injurious to the character or interests of the club the Committee shall hold an enquiry into the matter.*
- *Such an enquiry shall be in whatever form the Committee may decide, and may be adjourned from time to time.*
- *The Committee may require the member to attend any meeting at which the enquiry or any adjournment thereof is to be held, and shall in any case (unless the Committee is of the opinion that the representations are groundless or trivial) give the member an opportunity of being heard in his or her defence.*
- *It shall be obligatory upon the member, if summoned, to attend any such meeting, and if he shall fail to attend, the Committee may in his or her absence proceed with and complete the enquiry.*
- *Having completed the enquiry the Committee, if they find the member to be at fault, they may either;*
  - *a) Reprimand the member and/or suspend the member for any period not exceeding 12 calendar months. During such periods of suspension the member shall not be entitled to any of the privileges of the club.*
  - *b) Call upon the member to resign his membership and if such member shall refuse to resign or neglect to forward his written resignation within seven days the Committee may revoke his membership.*
- *At any meeting at which such an enquiry is heard both the Committee and the member shall be entitled to place before the meeting such relevant evidence as they shall desire. The chairman of the meeting may, if he/she thinks fit, admit as evidence statements which are not strictly evidence.*

### **3.4 Obligations of Members**

- *All members shall promote the purpose of the Club and shall do nothing to bring the club into disrepute.*

## **4. Governance**

### **4.1 Officers**

- President
- Secretary
- Treasurer
- Additional Committee Members (as required)

Elected at the AGM, serving until the next AGM. Officers may be removed or co-opted per the Committee's decision.

### **4.2 Officer Duties (per 2022 Act)**

All officers must:

- Act in good faith and in the Club's best interests.
- Exercise reasonable care and diligence.
- Avoid conflicts of interest.
- Not misuse their position for personal gain.

## **5. Conflict of Interest**

Officers must disclose any conflict of interest. They may not vote on matters where they have a conflict.

## **6. Committee**

- The Committee manages the Club's operations.
- A quorum is four Committee members.
- May form sub-committees.
- Must meet at least five times annually.
- Decisions are recorded in meeting minutes.

## **7. Finances**

- The Club must operate as a not-for-profit.
- Funds are held in a registered bank account.
- Two signatories (President, Secretary, Treasurer) must authorise all payments.
- Proper accounting records must be kept.
- Financial statements are presented at each AGM.
- No personal financial benefit is allowed unless in line with market value and unrelated to decision-making.
- *The Committee shall have the power to determine the amount, timing, and method of payment of any membership fees, subscriptions, levies, or other charges payable by members. The Committee may set different fees for different categories of membership. Any changes to fees shall be notified to members within a reasonable time.*

- *If a member does not pay their subscription, fees, or levies by the due date set by the Committee, the Treasurer will send written notice requiring payment by a specified date. If payment is not made by that date, the member may be removed from the membership list and will not be permitted to play for the Club. The Committee may reinstate the member upon full payment of outstanding fees and levies.*

## **8. Financial Reporting Tier**

The Club operates under **Tier 4** of the financial reporting framework and will comply with all applicable standards.

## **9. Dispute Resolution**

Any disputes or complaints must be submitted in writing to the Secretary. The Committee will:

- Acknowledge receipt
- Investigate the issue fairly
- Provide an opportunity for both parties to be heard
- Seek to resolve informally or through mediation if necessary

## **10. Meetings**

### **10.1 Annual General Meeting (AGM)**

- Held annually no later than *4 months after the end of the financial year.*
- Quorum: *10%* of eligible members.
- 14 days' written notice required.
- Each financial member has one vote.
- Proxy votes accepted if lodged before the meeting.

### **10.2 Special General Meeting (SGM)**

- Called by Committee or on written request by 10 members.
- 7 days' notice required.

### **10.3 Committee Meetings**

- Quorum: 4 Committee members
- Decisions may be made by majority vote.

## **11. Alteration of Constitution**

- Changes require 75% approval at a general meeting.
- Changes to charitable clauses must have IRD approval.

## **12. Winding Up**

- Requires a two-step resolution (75% approval at two meetings, 30 days apart).

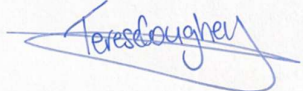
- Any remaining assets go to NHHA or another approved amateur sports body.
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**Date of adoption: 22<sup>nd</sup> March 2026**

**Signed on behalf of the Committee:**



President: \_\_\_\_\_



Secretary: \_\_\_\_\_