

PURSUANT TO THE INCORPORATED SOCIETIES ACT 1908

THE RULES OF THE

WAIRARAPA HOCKEY ASSOCIATION INCORPORATED

**1. NAME;**

The name of the Society shall be "The Wairarapa Hockey Association Incorporated".

**2. INTERPRETATION;**

In these Rules, unless the context otherwise requires:

**"Affiliated Club"** means a Member of the Association under Rule 6 known as a Club and shall include a college or secondary school. Every member of an Affiliated Club shall be an amateur hockey player.

**"The Management Committee"** means the Management Committee of the Association referred to in Rule 7.

**"The Federation"** means The New Zealand Hockey Federation Incorporated.

**"FJLH."** means the Federation Internationale de Hockey.

**"Member"** means a member of the Association pursuant to Rule 6.

**"Wairarapa District"** means the area from the Mangatainoka River in the North to the foot of the Rimutaka Ranges South of the urban area of Featherston bounded to the East by the coastline and to the West by the foot of the Tararua Ranges.

**3. AIMS;**

[1] The Aims of the Association are:

[a] To offer the widest possible opportunities for all persons to participate in the game of hockey and to make hockey a readily accessible sport and recreational option for all.

[b] To provide all participants with the opportunity to excel by developing their game to their chosen or actual potential.

[c] To provide a healthy social environment for participants and others associated with the game of hockey.

**4. OBJECTS:**

- [1] To foster and encourage the development of the game of hockey throughout the Wairarapa District for all persons.
- [2] To encourage Clubs to provide for the game of hockey for all persons. [3] To promote and support development programmes designed to further:
- [a] Youth hockey catering for the needs of children throughout their school years;
  - [b] Coaching at all levels;
  - [c] Umpiring at all levels;
  - [d] Recruitment, training and retention of administrators;
  - [e] Indoor hockey;
  - [f] Facilities including playing surfaces, social and spectator facilities.
- [4] To promote hockey competition within the Wairarapa District by;
- [a] encouraging club competition;
  - [b] selecting, training, coaching and managing teams to represent the Association in inter-association matches.
  - [c] fostering inter-association matches and any other form of competition which may be instituted from time to time;
  - [d] participating in inter-districts matches for national leagues, national tournaments and other similar competitions.
- [5] To administer and implement the affairs and plans of the Association in furtherance of its Objects.

**5. POWERS OF THE ASSOCIATION:**

- [1] Subject to the provisions of the Incorporated Societies Act 1908, the Association by and through its Management Committee, shall have all such powers as may be reasonably necessary to enable it to carry out its Aims and Objects including the power to accept donations, gifts and legacies and to engage in promotional activities for the raising of funds for the Aims of the Association. .

- [2] In carrying out the Aims and Objects of the Association as set forth in Rules 3 and 4 the Management Committee may at its absolute discretion pay apply or appropriate the capital or the income of the Association at any time or from time to time to or towards such person or persons, bodies corporate or unincorporate who will benefit in a manner consistent with the Aims and Objects of the Association.
- [3] The Management Committee shall at its absolute discretion be entitled at any time or from time to time to invest such parts of the capital or the income of the Association in any one or more of the following modes of investment [and may vary and transpose such investments from time to time] that is to say:
- [ i] Any of the investments authorised by the law of New Zealand for the investment of trust funds.
  - [ ii] Any loan or loans of any amount whatsoever whether with or without security and whether by way of mortgage [including contributory mortgages through solicitors nominee companies] and whether by first or subsequent mortgage or by charge or debenture or otherwise howsoever and generally on such terms and conditions as to repayment or otherwise as the Management Committee shall think fit and may deposit money with any company or person including both official and unofficial money markets and in all cases whether with or without interest.
  - [iii] The purchase or leasing or other acquisition either solely or jointly with any other person or persons of any estate term or interest of whatsoever nature in any property or properties whether freehold or leasehold including Crown and Maori leasehold or any other estate or interest whatsoever in any property or properties including a stratum estate or interest on any conditions whatsoever.

[ iv] The purchase or bailment or other acquisition either solely or jointly as aforesaid of all kinds and classes of personal property including any livestock implements tractors motor vehicles plant stores and other chattels which the Management Committee may think necessary or desirable either for the Aims and Objects of the Association or for the proper and efficient working of any business or farming or other property or properties or ventures held by the Association either solely or jointly with any other person or persons. [ v] In carrying on any business which may belong to or may be acquired

by the Association either solely or jointly as aforesaid.

[4] Every investment made by the Management Committee in exercise of the powers herein conferred upon the Association shall be deemed to be an authorised investment notwithstanding that the same may be of a wasting hazardous speculative or future nature.

[5] The Association may borrow from any person bank corporation trust institution or authority any moneys which the Management Committee may think fit for all or any of *the* Aims and Objects of the Association or for the purposes of raising of any moneys for the taking up of any shares which may be offered to the Association in any company in which the capital or the income of the Association or any part thereof may from time to time be invested or for the purchase of or otherwise acquiring any shares stocks or securities of any limited liability company in which the Association is authorised to invest the capital or the income of the Association or required to pay up the nominal capital on any shares for which the Association may have subscribed to in the Memorandum of Association of any such company as aforesaid or which may have been allotted to the Association in any such company as aforesaid in pursuance of any application to the company or which may otherwise be transferred to or vested in the Association or for the purchase either solely or jointly with any other person or persons of any property or properties

whether freehold or leasehold or of any life insurance or assurance policy or policies or of any chattels or other personal property for the purposes of the investment of or as an addition to the assets of the Association and may secure the repayment of any moneys so borrowed with interest thereon by mortgage pledge or charge over any of the assets of the Association or of any part thereof and so long as any moneys shall remain owing by the Association whether on any such mortgage or security as aforesaid or otherwise and the Association may apply the whole or such part as they think fit of the capital or the income of the Association in reduction of such debt **AND** no person lending money to the Association shall be bound to enquire as to the purpose of such loan or see to the application of the money advanced.

**6. MEMBERSHIP:**

- [1] Membership of the Association shall be acquired by all hockey clubs which become Members pursuant to these Rules. Upon becoming a Member of the Association each Member shall be known and hereinafter referred to as an Affiliated Club. Every Affiliated Club shall be an Incorporated Society unless the Management Committee shall exempt any Club from this requirement to be an Incorporated Society.
- [2] Upon application membership shall be automatically granted to all clubs affiliated to the Wairarapa Mens Hockey Association [Inc] and/or the Wairarapa Womens Hockey Association [Inc].
- [3] Upon application membership shall be automatically granted to the Wairarapa Hockey Umpires Association.
- [4] All Affiliated Clubs shall within two [2] years of becoming a Member review their rules and if necessary amend such rules which do not comply or which conflict with these Rules.
- [5] All applications to become a member of the Association shall be in a written form approved by the Management Committee.

[6] [A] All new Clubs applying for membership, other than those referred to in

Amended  
21/11/94

Clauses 6(1) to 6(3), must;

[i] make an application to the Executive Officer of the Association.

[ ii] supply the rules of that Club for the approval of the Management  
Committee;

[iii] supply the prescribed subscription fee;

[iv] become an incorporated Society except as provided in these Rules;

And

[v] submit details of the applicant's proposed Club uniform.

Amended  
21/11/94

[B] After the application has been lodged with the Executive Officer and the  
Management Committee has approved the applicant's rules, the applicant's membership may be  
proposed and seconded at an Annual or Special General Meeting of the Association, and the  
applicant shall be elected as a Member of the Association by a simple majority of votes.

[C] Upon the counting of votes the Chairman shall declare the result of the election, and if the  
applicant is elected it shall henceforth be a Member of the Association.

[7] Membership shall operate as an agreement binding each Affiliated Club to abide by the Rules and  
Regulations of the Association, and to accept and enforce all its decisions.

[8] Affiliated Clubs must not play any non-member Club without permission from the Management  
Committee.

[9] Any Affiliated Club may resign from the Association at any time upon notice in writing to the Executive Officer  
and upon payment of all subscriptions or other monies legally due to the Association.

Amended  
21/11/94

## **7. MANAGEMENT COMMITTEE;**

There shall be a Management Committee of the Association which shall together with such other  
committees or sub-committees as may from time to time be

appointed under these Rules, be responsible for governing the affairs of the Association.

**8. MEMBERSHIP OF THE MANAGEMENT COMMITTEE;**

- |   |                                 |
|---|---------------------------------|
| [1] The Management Committee shall consist of the President, the Vice-President,<br>the Executive Officer and not less than 7 nor more than 10 members nominated by<br>affiliated Clubs and who shall be elected at the Annual General Meeting of the<br>Association. | Amended<br>21/11/94<br>11/11/96 |
|---|---------------------------------|

**9. DUTIES AND POWERS OF THE MANAGEMENT COMMITTEE:**

The Committee shall:

- [1] Meet at least 5 times annually.
- [2] Deal with future planning and development, and oversee the activities of the Association.
- [3] Appoint committees as required and fill vacancies on the same, with power to co-opt. Committees must act pursuant to the terms of reference detailed by the Committee.
- [4] Invest and expend such funds of the Association as the Committee may consider necessary for carrying out the Aims and Objects of the Association.
- [5] Promote an image of hockey consistent with the Aims and Objects of the Association.
- [6] Administer New Zealand hockey in the Wairarapa District.
- [7] Constitute a Court of Appeal.
- [8] Have power to make by-laws and regulations governing hockey in the Wairarapa District.
- [9] Administer the affairs of the Association in accordance with the powers conferred by these Rules, and by any rules or resolutions passed by the Management Committee.
- [10] Allow the Chairman to have a deliberative vote as well as a casting vote. Committee members shall be entitled to 1 vote and all matters shall be decided by a majority of votes. Voting may be by voices or a show of hands and if

desired by any Committee member it shall be by ballot.

- [12] Determine in such manner as it shall think fit, any case which in the opinion of the Committee is not provided for in these Rules.
- [13] Meet on the requisition of the Chairman or three members of the Committee.
- [14] Keep minutes of its meetings.
- [15] Give notice of all Association meetings.
- [16] Prepare a budget for every ensuing year which shall be tabled at each Annual General Meeting.
- [17] Employ such officers or servants on such terms and conditions and at rates of remuneration as the Management Committee shall think fit from time to time AND to dismiss or terminate the employment of such officers or servants as the Management Committee shall deem necessary or expedient from time to time.

Amended  
21/11/94

**10. CESSATION OF MEMBERSHIP OF MANAGEMENT COMMITTEE;**

The office of any elected member of the Management Committee shall become vacant if the member:

- [a] becomes bankrupt; or
- [b] is convicted of any offence punishable by imprisonment for a term of 2 years or more; or
- [c] is convicted of any offence punishable by imprisonment for a term of less than 2 years and is sentenced to imprisonment for that offence; or
- [d] becomes the subject of a reception order within the meaning of the Mental Health Act 1969; or
- [e] becomes a protected person within the meaning of the Protection of Personal and Property Rights Act 1988; or
- [f] resigns his/her office by notice in writing to the Association; or
- [g] is absent without leave from 2 consecutive meetings of the Management Committee; or
- [h] dies.

When at any time the office of any member of the Management Committee becomes vacant pursuant to the preceding clause, the vacancy shall as soon as practicable be filled by appointment. Every person so appointed to fill an elected vacancy shall be eligible for re-election at the next Annual General Meeting unless prohibited by these Rules.

**11. REGISTERED OFFICE;**

The Registered Office of the Association shall be at 28-32 Belvedere Road, Carterton, or at such other place as shall be agreed to at an Annual or Special General Meeting.

**12. OFFICERS;**

[1] The Officers shall be elected and consist of;

[a] Patron, who shall be a lifetime appointment. Cessation of this position subject to Rule 10. clauses [a], [b], [c], [d], [e], [f], and [h].

[b] President and Vice-President who shall be elected annually. The office of President shall not be held for more than three consecutive years by any one person. Amended 21/11/94 11/11/96

[2] Nominations for the office of Patron (where required), President, Vice-President, and of the elected members of the Management Committee shall close with the Executive Officer not less than 21 days before each Annual General Meeting, and shall be circulated to all Affiliated Clubs 14 days before such meeting. In the event of insufficient nominations being received those nominated shall be duly elected, and nominations for the remaining vacancies shall be taken at the Annual General Meeting. Amended 21/11/94 11/11/94

[3] The election of Officers shall be as follows:

[a] The election of Officers shall be by secret ballot.

[b] The nominee for each office gaining more than fifty per cent [50%] of the votes shall be declared to be successful. If no nominee shall on the first poll obtain more than fifty per cent [50%] of the votes cast, the nominee with the lowest number of votes shall be omitted from the election, and a fresh ballot shall be held between the remaining nominees. The same procedure shall continue until one nominee gains more than fifty per cent [50%] of the votes. If after three ballots no nominee achieves fifty per cent [50%] of the votes cast the nominee polling the highest percentage shall be elected.

**13. AUDITOR:**

- [a] The accounts of the Association shall be audited by some suitably qualified person, not being an Officer or member or a relative of an Officer or a member of the Management Committee of the Association. The Management Committee shall appoint such person. Amended 11/11/96
- [b] The Auditor shall be paid such fees as may be required. Amended 11/11/96
- [c] The Auditor shall have power to call for production of all books, papers and documents relating to the affairs of the Association. The annual financial statements shall be audited by the Auditor and, if correct, certified in writing under his/her hand before they are submitted to the Annual General Meeting.

**14. THE COMMON SEAL:**

The Management Committee shall provide for the safe custody of the Common Seal, which shall be used only by the authority of the Management Committee, and every instrument to which the common seal is affixed shall be signed by the President and shall be countersigned by the Executive Officer or by a Management Committee member or by some other person appointed by the Management Committee. Amended 21/11/94  
11/11/96

**15. MEETINGS:**

The Meetings held by the association shall be the Annual General Meeting and Special General Meetings.

**[A] ANNUAL GENERAL MEETINGS:**

[i] The Annual General Meeting shall be held no later than 28 February in each year. Amended 24/11/97

[ ii] The business to be transacted shall be the consideration and adoption of the annual report of the Management Committee and the duly audited financial statements together with any amendments thereof

sanctioned by the meeting, election of Officers and members of the Management Committee for the ensuing year, and such other business as may be provided for in these Rules of which due notice has been given. The meeting may, notwithstanding, by unanimous consent, and without notice having been given, deal with further business not involving an alteration to Rules provided a quorum is still in attendance at all times during the meeting.

- [iii] An annual report and audited financial statements shall be forwarded to Members with the notice provided for in paragraph [xii] herein.
- [iv] At the Annual General Meeting and any Special General Meeting of the Association the President shall take the chair and in his absence the Vice-President. In the absence of the President and the Vice-President the meeting shall elect a Chairman.
- [v] The voting at the Annual General Meeting and Special General Meetings shall in all cases except the election of Officers and the Management Committee, be by show of hands, which shall be conclusive on the declaration of the Chairman, unless a vote by ballot be immediately demanded. The only persons eligible to vote at meetings of the Association shall be the President or the Chairman of the meeting [who shall have a deliberative vote as well as a casting vote], the Vice-President, the Executive Officer and one delegate per Club. Each Club shall have one [1] vote except for amalgamated Clubs [ie. Clubs with both male and female players] which will have two [2] votes. Amended 21/11/94 11/11/96
- [vi] The Chairman of any meeting, may with the consent of the meeting, alter the order in which the business of the meeting is to be taken.
- [vii] Any Annual General Meeting may be adjourned to such other time as the majority of votes may resolve. In the event of a quorum not being present within sixty [60] minutes of the time for which the

meeting was called, such delegates as are present, or if there is no delegate present, the Chairman of the meeting may adjourn the meeting to such other time and place as may be decided, provided all Members are notified of the time and place such adjourned meeting will be held.

[viii] A quorum for any Annual General Meeting or Special General Meeting of the Association shall be delegates from not fewer than half the total number of Affiliated Clubs.

[ix] No Affiliated Club shall be entitled to vote at any Annual or Special General Meeting unless all moneys presently payable by that Affiliated Club to the Association have been paid.

[ x] Not less than 21 days written notice must be given to all Members of the Annual General Meeting and not less than 14 days written notice must be given of Special General Meetings. Each notice must state the date, place and business to be transacted at each meeting. Each notice shall be given by sending the same in pre-paid letters by post addressed to the secretaries of Affiliated Clubs and to other Members at their postal address as advised to the Association by such Members from time to time and any notice so given shall be deemed to have been received 3 days after the date of posting.

**[B] SPECIAL GENERAL MEETINGS:**

[i] Special General Meetings shall be convened by the Management Committee within four weeks of receipt of a requisition signed by not fewer than 5 Members, or, in the case of Affiliated Clubs, their delegates, setting out the objects of the proposed meeting. No Special General Meeting will be adjourned.

**16. VOTING AND DELEGATE ENTITLEMENT;**

Each affiliated Club shall be entitled to one [1] delegate and one [1] vote **BUT** an amalgamated Club [i.e. a club with both male and female players]

shall be entitled to two [2] delegates and two [2] votes.

**17. PROXIES:**

Delegates may be represented at any meeting of the Association during their term of office, either in person or by written proxy, provided that:

[a] No delegate may exercise a vote [or votes] for more than one Affiliated Club, either in person or by proxy.

[b] Any one delegate may exercise all the votes to which his/her Affiliated Club is entitled.

**18. BOOKS OF ACCOUNT:**

The Management Committee shall cause proper books of account to be kept in respect of all matters relating to the administration of the Association and shall prepare within fourteen [14] days after the completion of each yearly period a financial statement for the period in readiness for the Auditor and the Management Committee.

**19. FINANCE:**

[1] The funds of the Association shall be in the control of the Management Committee which shall:

[a] Have the power to delegate authority to the Executive Officer to incur liabilities and expend such funds as may be deemed necessary for the day-to-day organisation of the Association so long as such expenditure is provided for within the budget approved by the Management Committee. Amended 11/11/96

[b] Have control of the funds and property of the Association and ensure that all monies received shall be devoted solely to the Aims and Objects of the Association as set out in Rules 3 and 4.

[2] The members of the Management Committee shall be provided indemnity from and against all losses and expenses incurred in the discharge of their respective duties.

[3] All Affiliated Club subscriptions, fees and levies imposed from time to time must be paid by 30 June in each year, after which date a penalty as determined

by the Management Committee from time to time will be payable on any outstanding amount.

[4] Affiliated Clubs shall be liable for the following fees set annually by the Management Committee.

[a] A subscription to the Federation.

[b] A registration fee for all open grade players.

[c] A registration fee for all primary and secondary school team players.

[d] Such general levies as the Management Committee may deem necessary.

[5] Any Affiliated Club whose subscription or other dues are not paid by 31 July each year, shall be suspended unless in the opinion of the Management Committee such action is not warranted by the circumstances. If suspension is carried out the Affiliated Club concerned shall be suspended until such subscription or other dues are paid.

[6] Every Affiliated Club shall, by 31 March in each year, forward to the Executive Officer of the Association the name and address of its secretary. A copy of the Affiliated Club's Annual Report and financial statements shall be forwarded to the Executive Officer one month after the Affiliated Club's Annual General Meeting.

Amended 21/11/96

[7] Every Affiliated Club shall forward to the Executive Officer of the Association by 31 May in each year a certificate signed by its Secretary confirming the numbers of teams and players who are members of that Affiliated Club for the current year as stated in the Affiliated Club's Annual Report.

Amended  
21/11/94

[8] The financial year of the Association shall end on 30 November in each year.

Amended  
24/11/97

[9] All funds of the Association shall be paid into a bank account to the credit of the Association. Payment of accounts shall be made by the Executive Officer. Cheques are to be signed by the Executive Officer and one other authorised Management Committee member, or by any two Management Committee members.

Amended  
11/11/96

## **20. PECUNIARY GAIN;**

No Member shall derive any pecuniary gain, except as a salaried officer, from any

property or operations of the Association. "Pecuniary Gain" does not include the winning of trophies or prizes nor does it include prize money where such money is paid to Affiliated Clubs or club members.

**21. MISCONDUCT:**

In all cases of misconduct by individual players, officials or teams under direct control of the Association, a Judicial Committee consisting on the President of the Association, the President of the Umpires Association and two other persons appointed by the Management Committee shall hold an inquiry and accord such penalty as the Judicial Committee deems suitable, and the ruling of the Judicial Committee shall be observed by each Affiliated Club.

**22. VIOLATION OF RULES:**

Any Affiliated Club may be suspended from membership at the discretion of the Association and shall be liable to expulsion by a sixty-seven per cent [67%] majority of votes recorded at a Special General Meeting for:

- [1] Disobeying any Rule or bylaw of the Association; or
- [2] Failing to comply with any decision of the Association or Judicial Committee or Management Committee or permitting any individual under its jurisdiction to do so.

**23. DISQUALIFICATION:**

- [1] Should the Management Committee have reason to believe that any Affiliated Club has failed to make full inquiries into any case of misconduct, or any other matter within such Affiliated Club's jurisdiction calculated to bring discredit upon the game of hockey, it shall require the Affiliated Club concerned to complete the inquiry and failing compliance with such requests, it shall be the duty of the Management Committee to obtain evidence and take such action as it deems fit.
- [2] The terms "penalty" includes any punishment accorded by the resolution of the Association, or the Judicial Committee, in accordance with these Rules,

and, so long as such penalty remains in force, any player, team, or club wilfully acting in defiance of the terms of such penalty, shall be disqualified by the Management Committee.

- [3] In all cases where the Association or its Judicial Committee has passed a resolution suspending or disqualifying any player for more than 3 playing days; or disqualifying any player, official, team or club, for any reason whatsoever, such resolution and the reasons therefor shall be reported to the Executive Director of the Federation for the purpose of being made general in its application throughout the jurisdiction of the Federation.

#### **24. APPEAL:**

- [1] The Management Committee shall furnish rulings to any Affiliated Club upon points of law or matters in dispute, when requested to do so by the Secretary of an Affiliated Club. Pending decision of any appeal all disqualifications accorded shall be operative.
- [2] The Federation shall be a Court of Appeal for every Affiliated Club on all questions affecting the interpretation of the laws of the game, provided that a further appeal may, if the applicant so desires, be made to the International Hockey Rules Board of the F.I.H. through the Federation. Any appeal whatsoever shall be made within 14 days of the Court of Appeal's decision, and shall be accompanied by a deposit of \$500 to be forfeited should the final Court of Appeal so decide. An appeal shall also lie, subject to the conditions as to notice and deposit hereinbefore mentioned, to the Court of Appeal from Affiliated Clubs on questions other than those affecting the interpretation of the laws of the game, and, in any such last-mentioned case the decision of the Court of Appeal shall be final.
- [3] In the event of any club, player, official, member or spectator of any sport in New Zealand being disqualified, it shall not be lawful for any Affiliated Club to admit into membership such club, player, official, member or spectator

without the special permission of the Federation and the Association.

**25. AFFILIATION WITH FEDERATION;**

The Association shall affiliate with the Federation and shall adopt the rules of hockey as fixed from time to time by that body.

**26. ALTERATION OF RULES;**

The Rules of the Association shall be altered, amended, rescinded or substituted only at an Annual or Special General Meeting pursuant to a resolution carried by not less than two-thirds of the votes recorded at such meeting. Notice of intention to move such alteration, amendment, rescission or substitution must be given to

the Executive Officer of the Association at least 4 weeks prior to a Special General Meeting, or an Annual General Meeting.

Amended 21/11/94

**27.1 LIFE MEMBERS;**

Any person may be elected a Life Member of the Association. That person shall be proposed by an Affiliated Club or a member of the Management Committee, have the approval of 75% of the Management Committee present and entitled to vote and be elected at an Annual General Meeting of the Association.

Amended  
19/10/92

The election shall be by ballot at which the nominee must receive at least 75% of the votes cast. Life membership shall only be considered for special services rendered to the Association and not for any monetary consideration. Life members shall be entitled to the same privileges as members of the Management Committee other than attending and voting at meetings of the Association. The Association shall provide each life member with a suitable medallion.

**28. WINDING UP OF ASSOCIATION;**

The affairs of the Association may be wound up upon a resolution of a majority of votes recorded at a Special General Meeting called for the purpose, provided that a second Special General Meeting is held at least 30 days after the first meeting

to pass a resolution by simple majority confirming the earlier decision to wind up the Association. The assets of the Association shall then be realised, and after meeting all liabilities the residual funds shall be paid into such organisation or organisations as may be determined by resolution of the delegates at such Special General Meeting at which it was resolved to wind up the Association.

