

DALEFIELD HOCKEY CLUB
CONSTITUTION
Adopted [Approval at AGM pending]

Contents

1.	DEFINITIONS AND INTERPRETATION.....	2
2.	NAME.....	3
3.	REGISTERED OFFICE.....	3
4.	CONTACT PERSON	3
5.	PURPOSE	3
6.	POWERS OF DALEFIELD HOCKEY CLUB	3
7.	MEMBERSHIP	4
8.	CESSATION OF MEMBERSHIP	7
9.	MEMBER REGISTER	7
10.	GENERAL MEETINGS	8
11.	AMENDMENT OF CONSTITUTION.....	10
12.	THE COMMITTEE.....	10
13.	MEETINGS OF THE COMMITTEE	12
14.	DUTIES AND POWERS OF THE COMMITTEE	13
15.	INDEMNITY AND INSURANCE FOR COMMITTEE MEMBERS AND EMPLOYEES	15
16.	FINANCE, ANNUAL REPORT AND AUDIT	16
17.	COMMON SEAL.....	16
18.	COLOURS.....	17
19.	PECUNIARY GAIN	17
20.	CODE OF CONDUCT.....	17
21.	VIOLATION OF CONSTITUTION	17
22.	DISPUTES IN RELATION TO BYLAWS AND POLICIES.....	17
23.	DISPUTE RESOLUTION.....	18
24.	WINDING UP OF CLUB	18
25.	TRANSITION	18

1. DEFINITIONS AND INTERPRETATION

1.1. In this Constitution, unless the context indicates otherwise:

“**Application**” means an application to become a Playing, Junior or Non-Playing Member of Dalefield Hockey in accordance with the provisions contained in clause 7.5 of this Constitution;

“**Act**” means the Incorporated Societies Act 2022, including any amendments, and any regulations made under the Act.

“**Annual General Meeting**” means a meeting held in accordance with the provisions in Clause 10.1 of this Constitution;

“**Committee**” means the Committee Members, acting together as the governing body of Dalefield Hockey;

“**Complaint**” has the meaning given in Clause 23.2 of this Constitution;

“**Contact Details**” means a physical or electronic address and telephone number;

“**Contact Person**” means a person holding the position of contact person for Dalefield Hockey being the person the Registrar of Incorporated Societies can contact when needed;

“**Dalefield Hockey**” means the Dalefield Hockey Club Incorporated;

“**Dispute**” has the meaning given in Clause 23.1 of this Constitution;

“**Committee Member**” means a person elected in accordance with Clause 12.1 of this Constitution;

“**Financial Balance Date**” has the meaning given to it in accordance with Clause 16.4 of this Constitution;

“**Financial Year**” means the calendar year preceding the Financial Balance Date in accordance with Clause 16.4 of this Constitution;

“**Hockey New Zealand**” means Hockey New Zealand Incorporated;

“**Interested**” has the meaning given to the term in the Act;

“**Life Member**” means a person nominated and elected in accordance with the requirements of Clause 7.6 of this Constitution;

“**Matter**” has the meaning given to the term in the Act;

“**Member**” means each person who for the time being is a member of the Dalefield Hockey and includes all classes of members as defined in Clause 7.1 of this Constitution;

“**Non-Playing Member**” means a non-playing member as defined by Clause 7.4 of this Constitution;

“**Officers**” means those roles defined on Clause 12.3 and elected in accordance with Clause 12.5 of this Constitution;

“**Ordinary Resolution**” means a resolution passed by a majority of votes cast;

“**Playing Member**” means a playing member as determined by Clause 7.2 of this Constitution;

“**Purpose**” means the purpose of Dalefield Hockey as defined by Clause 5 of this Constitution;

“**Special General Meeting**” means all meetings of Dalefield Hockey other than an Annual General Meeting, held in accordance with the provisions in Clause 10.2 of this Constitution;

“**Special Resolution**” means a resolution passed by a seventy-five percent (75%) majority of votes cast;

“**Wairarapa Hockey Association**” means Wairarapa Hockey Association Incorporated;

“**Working Day**” has the meaning given to that term under the Legislation Act 2019 and excludes the day observed as the anniversary in the Wellington region.

2. **NAME**

The name of the Society is the “Dalefield Hockey Club (Incorporated)” (hereinafter referred to as “Dalefield Hockey”).

3. **REGISTERED OFFICE**

The headquarters and registered office of Dalefield Hockey shall be in such place in the town of as the Committee shall from time to time decide.

4. **CONTACT PERSON**

At its first meeting following the Annual General Meeting, the Committee must appoint or reappoint at least one (1), and a maximum of three (3), persons to be the Contact Person, subject to those persons meeting the eligibility criteria set out in the Act. The Committee must advise the Registrar of Incorporated Societies of any change in the Contact Person or that person’s Contact Details.

5. **PURPOSE**

5.1. The purpose of Dalefield Hockey is to:

- a. be a member of Wairarapa Hockey Association;
- b. promote, develop, foster and provide opportunities to enable, assist and enhance participation, enjoyment of hockey;

6. **POWERS OF DALEFIELD HOCKEY CLUB**

6.1. Subject to the provisions of the Act and subsequent amendments thereto, Dalefield Hockey, will have all such powers as may be reasonably necessary to enable it to carry out its Purposes. These powers will include the power to:

- a. make, amend, suspend and/or revoke Regulations, Bylaws and Codes of Conduct;
- b. admit new Members and withdraw, suspend or terminate a Member’s membership;
- c. admit new Life Members and withdraw, suspend or terminate a Life Member’s membership;
- d. affiliate with Wairarapa Hockey Association and any respective successor and/or regional hockey organisation the membership of which the Committee deems to be in the best interests of Dalefield Hockey;
- e. set and impose penalties for the breach of any provision of this Constitution or any Regulations or Bylaws or any applicable Code of Conduct, including any act or omission by a Member or Life Member which is likely to bring Dalefield Hockey or the game of hockey into disrepute;
- f. carry on any business or undertaking in connection with the promotion, fostering, development of hockey for the benefit of its Members;
- g. develop, apply for, purchase, or otherwise acquire any Intellectual Property Rights, and to use, exploit, exercise, develop, or grant licences in respect of such Intellectual Property Rights on such terms and conditions as Dalefield Hockey thinks fit;
- h. enter into any partnership, joint venture or other arrangement for the conduct of any activity and the sharing of surplus resources, and to co-operate with any person carrying on or about to carry on any business or transaction;
- i. subscribe to, or otherwise acquire, hold and deal with, shares, debentures, or other securities of any kind and to sell, or dispose of, any interest in any securities;

- j. enter into any arrangements with any Government or authority and to obtain from any Government or authority, any rights, privileges and concessions and to exercise any such rights, privileges and concessions;
- k. purchase or sell, lease, exchange, hire, improve, develop, manage, distribute, display and otherwise acquire or deal with any real and/or personal property and any rights or privileges to real and/or personal property;
- l. invest and deal with the money of Dalefield Hockey including the borrowing, raising, lending and advancing of money; and the giving of credit to any person or organisation; and the granting of guarantees and/or indemnities and/or charges upon all or any of Dalefield Hockey's property as security for any advance of money or the performance of contracts or obligations by any person or Dalefield Hockey;
- m. enter into any contract or arrangement (whether legally binding or otherwise);
- n. apply for, promote, and obtain any statute, order, regulation or other authorisation or enactment; and to oppose any bills, proceedings, or applications;
- o. appoint, dismiss or retire employees;
- p. remunerate any person for services rendered or to be rendered;
- q. take or hold mortgages, liens and charges to secure payment of any money due to Dalefield Hockey from any other person;
- r. undertake and execute any trusts and make gifts whether for charitable or benevolent purposes or otherwise;
- s. appoint, elect or nominate persons to represent Dalefield Hockey;
- t. delegate to any person approved by the Committee, any of the powers of Dalefield Hockey,
- u. decide any disputes or hear any appeals on matters relating to Dalefield Hockey;
- v. carry out all or any of the Purposes of Dalefield Hockey and do all or any of the above things as principal, agent, contractor, trustee or otherwise, and by or through trustees or agents or otherwise, and either alone or in conjunction with others; and
- w. do all such other things as are incidental or conducive to the attainment of the Purposes in the exercise of the powers of Dalefield Hockey provided however that the foregoing Purposes shall in no way limit the rights and powers conferred upon incorporated societies under the Act .

7. MEMBERSHIP

7.1. Membership Categories

The Members of Dalefield Hockey are:

- a. Playing Members;
 - b. Junior Playing Members;
 - c. Non-Playing Members;
 - d. Life Members;
 - e. Patron; and
 - f. Any other categories of membership as the Committee determines,
- together known as "Members".

7.2. Playing Membership

- a. a Playing Member is a person other than a Junior Member who currently plays hockey and who has been accepted as a Playing Member by the Dalefield Hockey in accordance with clause 7.2.b of this Constitution. A Playing Member may be classified into sub-categories of membership by the Committee.

- b. Player Membership shall be acquired by:
 - i. All existing Playing Members;
 - ii. Any person wishing to play hockey for the Dalefield Hockey who completes an application for membership as prescribed by the Committee and who is accepted as a Playing Member by the Committee in accordance with clause 7.5 of this Constitution.

7.3. Junior Playing Membership

- a. a Junior Playing Member is a person who is under such age as determined by the Committee from time to time who currently plays hockey and who has been accepted as a Junior Playing Member by the Dalefield Hockey in accordance with clause 7.3.b of this Constitution. A Junior Playing Member may be classified into sub-categories of membership by the Committee.
- b. Junior Player Membership shall be acquired by:
 - iii. All existing Playing Members;
 - iv. Any person wishing to play hockey for the Dalefield Hockey who completes an application for membership as prescribed by the Committee and who is accepted as a Playing Member by the Committee in accordance with clause 7.5 of this Constitution.
- c. Junior Playing Member shall have no voting power.

7.4. Non-Playing Membership

- a. A Non-Playing Member is a person who is involved with the Dalefield Hockey in a voluntary capacity and who has been accepted as a Non-Playing Member in accordance with clause 7.4.b of this Constitution.
- b. Non-Playing Membership shall be acquired by:
 - i. All existing Non-Playing Members;
 - ii. Any person wishing to become a Non-Playing Member of Dalefield Hockey who completes an application for membership as prescribed by the Committee and who is accepted as a Non-Playing Member by the Committee in accordance with clause 7.5 of this Constitution.

7.5. Applications for Playing, Junior Playing and Non-Playing Membership of Dalefield Hockey

- a. An application to become a Playing Member, Junior Member or Non-Playing Member (**Application**) must be in the form required by the Committee. Applicants shall supply such particulars as are requested by the Committee according to the current policy which regulates the application for new membership.
- b. All Applications are decided by the Committee, which may accept or decline an Application in its absolute discretion. If accepted, the Committee will advise the applicant as to the membership category that they have acquired.
- c. A person becomes a Member when their Application has been accepted and they have paid the required membership fees (if any) and satisfied any other preconditions imposed by the Committee.
- d. A person consents to become a Member by submitting an Application, unless otherwise specified in this Constitution.

7.6. Life Membership

- a. Any Member may nominate to the Committee any person for consideration as a Life Member.
- b. Nominations must reach the Committee no later than one (1) month prior to the Annual General Meeting.
- c. The Committee may recommend to an Annual General Meeting any person, who has made an outstanding contribution to hockey or hockey administration for the Dalefield Hockey, for election as a Life Member.

- d. The election requires at least two-thirds (67%) of the votes cast to support the recommendation for life membership for Life Membership to be awarded.
- e. A person consents to becoming a Life Member on acceptance of their life membership.
- f. The membership of a Life Member may be terminated by a decision of the Members at an Annual General Meeting requiring at least a two-thirds majority (67%).

7.7. **Patron**

- a. The Patron shall be an honorary position bestowed upon an individual who embodies the values and ethos of Dalefield Hockey.
- b. The Patron shall serve as a figure of esteem and influence, lending their name and support to Dalefield Hockey's endeavours.
- c. While the Patron may offer guidance and encouragement to Dalefield Hockey, they shall not possess any formal decision-making authority or voting rights within Dalefield Hockey;
- d. Any Member may nominate to the Committee any person for consideration as a Patron.
- e. Nominations must reach the Committee no later than one (1) month prior to the Annual General Meeting.
- f. The Committee may recommend to an Annual General Meeting any person, who has made an outstanding contribution to hockey or hockey administration for the Dalefield Hockey, for election as a Life Member.
- g. The election requires at least two-thirds (67%) of the votes cast to support the recommendation for life membership for Life Membership to be awarded.
- h. A person consents to becoming a Life Member on acceptance of their life membership.
- i. The membership of a Life Member may be terminated by a decision of the Members at an Annual General Meeting requiring at least a two-thirds majority (67%).

7.8. **Members Rights and Obligations**

Members acknowledge and agree that:

- a. they are bound by, and will comply with, this Constitution and the Bylaws/Policies, and to the extent they apply, the rules, procedures or policies of Wairarapa Hockey Association and Hockey New Zealand;
- b. they are entitled to all rights and entitlements granted by this Constitution or as determined by the Committee;
- c. to receive, or continue to receive or exercise member rights, they must meet all the member requirements set out in this Constitution and the Bylaws/Policies or as otherwise set by the Committee, including payment of any membership or other fees within the required time period;
- d. if they fail to comply with clause 7.5.c the Committee may terminate their membership, but the Member continues to be bound by this Constitution;
- e. they do not have any rights of ownership of, or the automatic right to use, the Dalefield Hockey's property; and
- f. they will promote the interests and purposes of the Dalefield Hockey and must not do anything to bring the Dalefield Hockey into disrepute.

7.9 **Suspension of Member**

If a Member is, or may be, in breach under clause 7.8, and the Committee believes it is in the best interests of the Dalefield Hockey to do so, the Committee may suspend the Member until final determination of the matter under the dispute resolution process is completed. Before imposing any suspension, the Member must be given notice of the suspension.

7.10 **Suspension of Members Rights**

Unless otherwise determined by the Committee, while the Member is suspended the Member is not entitled to attend, speak or vote at a General Meeting or to any other rights or entitlements as a Member and is not entitled to continue to hold office in any position within the Dalefield Hockey, until such time as the alleged breach is resolved or determined.

8. **CESSATION OF MEMBERSHIP**

8.1 Any Member may cease to be a Member following:

- a. by giving written notice to the Committee of their resignation;
- b. if a Playing or Non-Playing Member has not been actively involved in the Dalefield Hockey as a player or a volunteer for a period of one (1) year;
- c. if their membership is terminated in accordance with clauses 7.6.f. or 7.8.c.;
- d. if their membership is terminated following a dispute resolution process or such other process set out or referred to in this Constitution; or
- e. on death.

8.2 A Member who ceases to be a Member:

- a. remains responsible to pay all their outstanding membership and other fees to the Dalefield Hockey;
- b. must return all of the Dalefield Hockey's property (if required); and
- c. ceases to be entitled to any rights of a Member.

8.3 If a Members membership is terminated in accordance with clauses 7.6.f. or 7.8.c.;the Committee reserves the right to notify Wairarapa Hockey Association and New Zealand Hockey of the termination and the reasons for such termination.

9. **MEMBER REGISTER**

9.1. The Committee will ensure that an up-to-date Member Register is kept and the register must include:

- a. each Member's name;
- b. each Member's Contact Details;
- c. the date each Member became a Member.

9.2. A Member must provide notice to Dalefield Hockey of any change to their Contact Details. The Member Register will be updated as soon as practicable after the Committee becomes aware of any changes of the information recorded in the Member Register.

9.3. The Committee will keep a record of the name of each Member who has ceased to be a Member of Dalefield Hockey within the previous seven (7) years and the date on which they ceased to be a Member.

10. GENERAL MEETINGS

10.1. Annual General Meetings

The Annual General Meeting shall be held annually at such time and place as the Committee shall decide, but not later than six (6) months following the Financial Balance Date but not more than fifteen (15) months after the previous Annual General Meeting. The Committee shall give not less than fourteen (14) working days written notice of the meeting to all Members.

10.2. Special General Meetings

- a. The Committee shall convene a Special General Meeting at the request of the Committee or upon receipt of a written requisition by 10 Members. Such requisition shall set forth the purpose of such meeting. The meeting shall be held within twenty (20) working days of receipt by the Committee of the request or requisition.
- b. The Committee shall give written notice to all Members of all business proposed to be brought before any Special General Meeting at least fourteen (14) working days prior to the date of such meeting.
- c. All the rules applicable to the Annual General Meeting shall, where not inconsistent, apply to a Special General Meeting.

10.3. Resolutions

An Ordinary Resolution of Members at an Annual General Meeting and Special General Meeting is sufficient to pass a resolution, except as specified in the Act or in this Constitution.

10.4. Written Resolutions

A resolution in writing signed or consented to by email or other electronic means by a majority of the Members is valid and effectual as if it had been passed at a meeting of the Members duly convened and held. Any resolution may consist of several documents in the same form each signed by one (1) or more Members.

10.5. Attendance

An Annual or Special General Meeting shall consist of:

- a. The Playing Members;
- b. The Non-Playing Members;
- c. The Life Members; and
- d. The Committee Members.
- e. Junior Playing Members may attend the meeting but may not speak or vote

10.6. The President, Vice President, Secretary and Treasurer shall not be eligible to act as a proxy for any Member.

10.7. No Member shall be entitled to act as a proxy for more than one (1) Member at the same meeting.

10.8. Chairperson

At all Annual and Special General Meetings, the Chair will be taken by the President, but if the President is not present, able or willing to take the Chair then the Vice-President will take the Chair. If the Vice-president is not present, able or willing to take the Chair then the Members present and entitled to vote shall elect a Chairperson for such meeting. The Chairperson so elected shall remain in the Chair until the arrival of the President. The President shall have a casting vote. Any substituted Chairperson shall not have a casting vote.

10.9. Quorum

- a. At Annual and Special General Meetings a quorum shall be achieved when 10 (ten) Members are present or attending by audio-visual link or other electronic communication or represented by a proxy or by a combination of such methods.

- b. If no quorum is present within thirty (30) minutes of the Annual General Meeting's scheduled start time, the Annual General Meeting is adjourned to a day, time and place set by the chair of the Annual General Meeting. If no quorum is present at the further Annual General Meeting, the Members present, in person or attending by audio-visual link or other electronic communication or represented by a proxy or by a combination of such methods, fifteen (15) minutes after the further Annual General Meeting's scheduled start time are deemed to constitute a valid quorum.
- c. If no quorum is present within thirty (30) minutes of the scheduled start time of the Special General Meeting then the Special General Meeting is cancelled.

10.10. **Minutes**

The Committee must ensure that complete and accurate minutes or other appropriate records are kept in relation to all Annual and Special General Meetings and written resolutions of the Members.

10.11. **Voting**

- a. A Member, with the exception of Junior Playing Members, is entitled to one (1) vote on any motion at an Annual and Special General Meeting.
- b. A Member may exercise their right to vote either by being present in person or by proxy or by casting an electronic vote where the Member is attending the meeting by audio-visual link or other electronic communications.
- c. Voting is conducted by voices or a show of hands as determined by the Chairperson, unless a secret ballot is called for and approved by the Chair or fifty percent (50%) of the Members present or as otherwise required under this Constitution.

10.12. **Proxies**

- a. A proxy for a Member is entitled to attend and be heard at an Annual General Meeting or a Special General Meeting as if the proxy were the Member.
- b. A proxy must be appointed by notice in writing signed by the Member and the notice must state whether the appointment is for a particular meeting or a specified term.
- c. No proxy is effective in relation to a meeting unless the proxy notice is produced to the Committee before the start of the meeting.
- d. Any question as to the acceptance or rejection or validity of a proxy shall be determined by the Chairperson whose decision shall be final.

10.13. **Order of Business**

The business of the Annual General Meeting shall be to:

- a. Confirm the minutes of the previous Annual General Meeting;
- b. Receive, consider and adopt the Annual Report;
- c. Receive, consider and adopt the audited/reviewed Financial Statements for the previous financial year together with any amendments sanctioned by the meeting;
- d. Receive and consider notices of any disclosures made in accordance with clauses 14.3 (including a brief summary of the Matters, or types of Matters, to which those disclosures relate);
- e. Election of Officers and Committee Members;
- f. Appoint an Auditor/Reviewer (if required);
- g. Consider and transact any business or proposed resolution as may be provided for in the Constitution of which due notice in accordance with the Constitution has been given; and
- h. Transact any general business.

- 10.14. The Committee shall make available to each member if requested at least fourteen (14) working days prior to the date of the Annual General Meeting a business schedule including a copy of the Annual Report and the Financial Statements

- 10.15. Any Member requiring any business to be discussed or any resolution to be considered at the Annual General Meeting shall give notice in writing to the Committee of such business or such resolution no later than ten (10) working days prior to the date fixed for the meeting.

11. **AMENDMENT OF CONSTITUTION**

- 11.1. No addition to, deletion from or alteration of this Constitution may be made which would allow personal pecuniary profits to any individuals.

- 11.2. This Constitution may be amended by:

- a. A Special Resolution passed by those Members entitled to vote at an Annual General Meeting or Special General Meeting; or

If an amendment to this Constitution would have no more than a minor effect or is to correct errors or makes similar technical alterations, the Committee may give notice of the amendment to every Member stating the text of the amendment and the right of Members to object to the amendment. If the Committee does not receive any objection from Members within twenty (20) working days after the date on which the notice is sent, or any longer period of time that the Committee decides, the Committee may make that amendment. If it does receive an objection, the Committee may not make the amendment

12. **THE COMMITTEE**

12.1. **Membership**

The Committee shall comprise of at least 5 and up to 9 persons, comprising:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer; and
- e. Up to 5 ordinary Committee Members;

together known as the Committee of Dalefield Hockey.

- 12.2. The majority of the Committee will comprise of Members of Dalefield Hockey, being either a Playing Member, a Non-Playing Member or a Life Member.

12.3. **Officers**

The Officers to be elected at an Annual General Meeting shall consist of the President, Vice-President, Secretary and Treasurer and their roles are as follows:

- a. **Role of President:** The President will engage in activities agreed with the Committee which may include activities to promote the Dalefield Hockey, to ensure good relations and communications between Members and the Wairarapa Hockey Association, and to act in the best interest of the Dalefield Hockey. The President will represent the Dalefield Hockey at events and preside at Dalefield Hockey events.
- b. **Role of Vice-President:** The Vice-President will engage in activities agreed with the Committee and will assist the President to promote the Dalefield Hockey, to ensure good relations and communications between Members and the Wairarapa Hockey Association, and to act in the best interests of the Dalefield Hockey. The Vice-President will act in the place of the President if the President is unable attend events.
- c. **Role of Treasurer:** The Treasure will:
 - i. receive all money paid to or received by Dalefield Hockey and pay all accounts approved by the Committee. The Committee may delegate levels of payment to the Treasure by written authority;

- ii. invest all funds in the Dalefield Hockey in the manner directed by the Committee; and
- iii. keep the Dalefield Hockey's financial accounts, submit appropriate financial statements at the Annual General Meeting and undertake other tasks required by the Committee.

The Treasurer may delegate roles to the secretary, except those relating to the financial accounts and financial statements

- d. Role of Secretary: The Secretary will:
 - i. attend to all correspondence and keep minutes of General Meetings and Committee Meetings and ensure that any subcommittee keeps minutes; and
 - ii. keep all records and generally perform all the secretarial work for the Dalefield Hockey. With the written approval of the Committee these tasks may be varied or delegated but the Secretary remains responsible for their performance.
 - iii. Attend to roles delegated by the Treasurer

12.4. **Qualification**

Every Committee Member must, in writing:

- a. Consent to be a Committee Member; and
- b. Certify that they are not disqualified from being elected, appointed or holding office as a Committee Member by this Constitution or under section 47 of the Act.

12.5. **Election of Committee Members**

The election of Committee Members will be as follows:

- a. The Committee will call for nominations for the vacant Officer and/or Committee Member position(s) not less than one (1) months prior to the proposed date of the Annual General Meeting.
- b. Nominations for the vacant Officer and/or Committee Member positions will be received by the Committee not later than two (2) working days prior to the date of that meeting. The candidate must specify the role to which their nomination is for.
- c. If there is only one (1) nominee for each vacant Officer and/or Committee Member position, then that person or persons will be declared to be elected without the need for a vote.
- d. Should the number of nominations for the Officer and/or Committee Member positions exceed the number of vacancies for the specified role(s) the election shall be conducted in the following manner:
 - i. The Committee shall appoint two (2) scrutineers.
 - ii. The Committee will present at the meeting a brief resume of each candidate or invite each candidate to make a verbal presentation to the meeting prior to voting.
 - iii. The election of the Officer and/or Committee Member will be by secret ballot at the Annual General Meeting.
 - iv. The voting papers will be scrutinised by and in the presence of two (2) scrutineers appointed by the Members at the Annual General Meeting for that purpose.
 - v. The scrutineers shall undertake scrutiny of the election and report to the Chairperson of the Annual General Meeting the result of voting. The vacancies will be filled by candidates who polled the greatest number of votes. If the number of votes for the highest voted candidate is equal to another candidate, a further vote will be held between the tied candidates.
 - vi. No Member shall vote for more, but may vote for less, than the number stated on the voting paper for the election of the Officer and/or Committee Member and any voting paper containing more than the number stated on the voting paper for the election of the Officer and/or Committee Member shall be invalid.

12.6. **Vacancies**

Should any Committee Member's position become vacant in accordance with the provisions contained in clause 12.8 then the Committee may appoint a replacement Committee Member. Such replacement Committee Member shall hold office until the next Annual General Meeting when they shall retire, but they shall be eligible for re-election as a Committee Member. For the purposes of this Constitution such replacement Committee Member will be known as a Committee Member of Dalefield Hockey.

12.7. **Term**

Each Committee Member will be elected for a term that expires three (3) years from the date of the Annual General Meeting which they were elected at. At the end of each Committee Member's term they will retire as a Committee Member. However, they will be eligible for re-election in accordance with clause 12.5.

12.8. **Cessation of Office**

The office of any Committee Member will become vacant and that Committee Member will cease to hold office if the Committee Member(s):

- a. term expires; or
- b. resigns his/her office by notice in writing to Dalefield Hockey; or
- c. is absent without leave from two (2) consecutive meetings of the Committee without Committee approval; or
- d. is unfit to continue in the position as voted unanimously by all other Committee Member's; or
- e. is removed from office under this Constitution; or
- f. becomes an undischarged bankrupt; or
- g. is convicted of any offence punishable by imprisonment for a term of two (2) years or more; or
- h. is convicted of any offence punishable by imprisonment for a term of less than two (2) years and is sentenced to imprisonment for that offence; or
- i. becomes a restricted or special patient within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
- j. becomes a person subject to the property order within the meaning of the Protection of Personal Property Rights Act 1988; or
- k. becomes disqualified from being a Committee Member under section 47(3) of the Act; or
- l. dies.

13. **MEETINGS OF THE COMMITTEE**

13.1. **Convening of Meetings**

- a. The Committee will meet at least eight (8) times annually.
- b. A meeting of the Committee may be convened on the requisition of the Chairperson or three (3) Committee Members.

13.2. **Minutes**

Minutes of the Committee meetings will be kept.

13.3. **Procedure**

Except to the extent specified in the Act or this Constitution, the Committee may regulate its own procedure.

13.4. **Quorum**

Five (5) Committee Members shall form a quorum at meetings of the Committee. A Committee Member forms part of the quorum if that Committee Member is in attendance in person or by any other means

approved by the Committee, which shall include audio or audio-visual link or other electronic communication provided that all persons participating in the Committee Meeting can hear each other effectively and simultaneously.

13.5. **Voting**

- a. Each Committee Member will have one (1) vote;
- b. The Chairperson of the Committee shall have a deliberative and a casting vote;
- c. All matters will be decided by a majority of votes. Voting may be by voice or a show of hands and if desired by any Committee Member it will be by secret ballot.

13.6. **Written Resolutions**

A resolution in writing signed or consented to by email or other electronic means by the required majority of the Committee Members is valid as if it had been passed at a meeting of the Committee. Any resolution may consist of several documents in the same form each signed by one (1) or more Committee Members.

13.7. **Chairperson**

The Chairperson of the Committee shall be the President, immediately after the Annual General Meeting in each year and shall hold office until the first meeting of the Committee after the next Annual General Meeting, unless the Committee chooses to replace the Chairperson between Annual General Meetings.

14. **DUTIES AND POWERS OF THE COMMITTEE**

14.1. **Duties of Committee Members:**

The duties of the Committee Members of the Committee will be to:

- a. act in good faith and in the best interests of Dalefield Hockey and use their powers for a proper purpose;
- b. comply with the Act and any amendments or replacement;
- c. comply with the provisions of this Constitution and any amendments or replacement;
- d. exercise the degree of care and diligence that a reasonable person with the same responsibilities within Dalefield Hockey would exercise in the circumstances applying at the time;
- e. not allow the activities of Dalefield Hockey to be carried on recklessly or in a manner that is likely to create a substantial risk of serious loss to Dalefield Hockey's creditors;
- f. not allow Dalefield Hockey to incur obligations that the Committee Member does not reasonably believe will be fulfilled; and
- g. when exercising powers or performing duties as a Committee Member, the Committee Member(s) may rely on reports, statements and financial data and other information prepared or supplied, and on professional or expert advice given, by any of the following persons:
 - i. an employee whom the Committee Member believes on reasonable grounds to be reliable and competent in relation to the matters concerned;
 - ii. a professional advisor or expert in relation to matters that the Committee Member believes on reasonable grounds to be within the person's professional or expert competence; or
 - iii. any other Committee Members or Subcommittee of the Committee on which the Committee Member did not serve in relation to matters within the Committee Member or Subcommittees designated authority,

if the Committee Member acts in good faith, makes proper inquiry where the need for inquiry is indicated by the circumstances and has no knowledge that the reliance is unwarranted.

14.2. **Powers of the Committee**

The Committee shall be the executive of Dalefield Hockey and will:

- a. promote an image of hockey consistent with Dalefield Hockey's Purposes;
- b. give notice of all Annual General Meetings or Special General Meetings and be able to call a Special General Meeting;
- c. employ any person(s) that the Committee think appropriate and enter into an employment contract with such remuneration and on such terms and conditions as the Committee shall think fit;
- d. adopt an annual operational plan and budget for financial performance and to monitor results against the annual operation plan and budget. The budget for each year will be tabled at each Annual General Meeting;
- e. control expenditure and raise any money as provided for in the Powers of Dalefield Hockey;
- f. ensure that Dalefield Hockey has in place all the necessary internal reporting systems and controls together with the means of monitoring performance and results;
- g. adopt, make, repeal and amend bylaws, policies, rules and regulations, as it thinks expedient, for the management of or for the furtherance of Dalefield Hockey's Purposes and for the regulation and control of any competition or matches under Dalefield Hockey's jurisdiction, including the authority to impose any penalty upon any Member or Members, which are found guilty of breaching any of the rules, bylaws, policies or regulations of Dalefield Hockey or for refusing to give effect any resolution passed by the Committee or any Annual or Special General Meeting;
- h. have the power to make rules for its own, such rules will be valid until revoked;
- i. administer the affairs of Dalefield Hockey in accordance with the Purposes and powers conferred by this Constitution and by any rules or resolutions passed at an Annual or Special General Meeting. However, where a matter arises that, in the opinion of the Committee, is not provided for in this Constitution the Committee will have the power to determine such matter as the Committee thinks fit;
- j. ensure that Dalefield Hockey meets its obligations to Wairarapa Hockey Association and Hockey New Zealand;
- k. appoint Subcommittees which consist of Committee Member and/or other members of the community and to delegate to them such powers and responsibilities as it shall determine. The Subcommittees shall report as directed by the Committee. The Chairperson or a Committee Member nominated by him/her shall have the right to attend any meeting of any Subcommittee;
- l. have the ability to invest and expend such funds as the Committee may consider necessary for carrying out the Purposes of Dalefield Hockey, including the ability to invest any property, assets and income in a manner appropriate for a professional trustee operating under New Zealand law. The Committee may by resolution delegate the investment and management of its investments to a Fund Manager;
- m. have the ability to open and operate in the name of Dalefield Hockey such banking accounts as deemed necessary; and
- n. have the power to enter into any agreement in the name of and on behalf of Dalefield Hockey for sharing profits, or for mutual assistance with any Member, person or persons, body corporate, trust, company or partnership which it may seem to the Board is capable of directly or indirectly benefiting Dalefield Hockey.

14.3. **Interests**

- a. The Committee must keep a register of interest disclosures made by Committee Members.
- b. A Committee Member who is Interested in a Matter relating to Dalefield Hockey must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified) to the Committee, as soon as practicable after the Committee Member becomes aware that they are interested in the Matter and include it in the register of interests.

- c. A Committee Member who is Interested in a Matter:
 - i. must not vote or take part in a decision of the Committee relating to the Matter, unless all non-interested Committee Members consent;
 - ii. must not sign any document relating to the entry into a transaction or the initiation of the Matter, unless all non-interested Committee Members consent;
 - iii. must not take part in any Committee discussions relating to the Matter or be present at the time of the Committee decision, unless all non-interested Committee Members consent; and
 - iv. may be counted for the purposes of determining whether there is a quorum at any meeting at which the Matter is considered.
- d. Despite clause 14.3.c if 50% or more Committee Members are Interested in a Matter, a Special General Meeting must be called to consider and determine the Matter.
- e. The Committee must notify Members of a failure to comply with this clause, and of any transaction affected, as soon as practicable after becoming aware of the failure.

14.4. Policies

- a. The Committee will have the power to adopt, make, repeal and amend any policy, which in its sole discretion thinks fit, to govern and regulate the Members of Dalefield Hockey.
- b. These policies include, but are not limited to, a Code of Conduct.

15. INDEMNITY AND INSURANCE FOR COMMITTEE MEMBERS AND EMPLOYEES

- 15.1. To the extent permitted Bylaw, Dalefield Hockey may indemnify a Committee Member and employee in respect of:
 - a. liability for any act or omission in his or her capacity as a Committee Member or employee; and
 - b. costs incurred by that Committee Member or employee in defending or settling any claim or proceeding relating to any such liability,

not being criminal liability or liability in respect of a breach of any fiduciary duty owed to Dalefield Hockey and provided the Committee Member or employee, has at all times, acted in good faith and for a proper purpose in the pursuance of his or her role and responsibilities.
- 15.2. Dalefield Hockey may, with the prior approval of the Committee, effect insurance for a Committee Member or employee in respect of:
 - a. liability, not being criminal liability, for any act or omission in his or her capacity as a Committee Member or employee ;or
 - b. costs incurred by that Committee Member or employee in defending or settling any claim or proceeding relating to any such liability; or
 - c. costs incurred by that Committee Member or employee in defending any criminal proceedings that have been brought against the Committee Member or employee in relation to any act or omission in his or her capacity as a Committee Member or employee and in which he or she is acquitted.
- 15.3. Committee Members voting in favour of authorising the effecting of insurance under clause 15.2 must sign a certificate stating that, in their opinion, the cost of effecting the insurance is fair to Dalefield Hockey.
- 15.4. The Committee must ensure that particulars of any indemnity given to, or insurance effected for, any Committee Member or employee are entered in an interests register.
- 15.5. This clause is intended to be enforceable by each current or former Committee Member or employee.

16. **FINANCE, ANNUAL REPORT AND AUDIT**

16.1. **Membership Fees**

The Membership Fees of Dalefield Hockey are set by:

- a. The Committee will decide any membership fees and other fees payable by the Members and the due date for those fees. The Committee may determine different levels of membership fees and other fees for different types of Membership. For the avoidance of doubt, the Committee is not obliged to set a membership fee for each type of Membership.

16.2. **Funds**

The funds and property of Dalefield Hockey will be in the control of the Committee which will ensure that all funds and property will be devoted solely to the promotion of the Purposes as set out in clause 5.

16.3 **Financial Accounts and Auditor**

- a. The Committee will cause Dalefield Hockey's accounts to be kept in respect of all matters relating to the financial administration of Dalefield Hockey in accordance with Generally Accepted Accounting Principles (GAAP) standards and will prepare within sixty (60) days after the completion of each financial year annual financial statements for the period in readiness for the reviewer/auditor and the Annual General Meeting.
- b. The financial statements must be audited/reviewed each year and the audited/reviewed financial statements must be submitted to the Annual General Meeting. The members may by majority vote at the Annual General Meeting consent for the next year's financial statements to be reviewed instead of audited.
- c. The reviewer/auditor shall be a practising Chartered Accountant, who will be elected by the Members at each Annual General Meeting by ordinary resolution. The Committee will have the power to fill any temporary vacancy in the office of auditor.
- d. The reviewer/auditor will be paid such fees as may be fixed from time to time by the Committee.
- e. The reviewer/auditor will have the power to call for the production of all books, papers and documents and records whether held physically or electronically relating to the affairs of Dalefield Hockey. The annual financial statements will be audited by the auditor or reviewed by the reviewer and, if correct, certified in writing under his/her hand before they are submitted to the Annual General Meeting.

16.4 **Financial Year**

The financial year of Dalefield Hockey shall end on the 31 December in each year and may be altered from time to time by a resolution at an Annual General Meeting passed by fifty-percent (50%) of votes cast in favour of such resolution.

16.5 **Indemnity**

The Committee shall be provided with indemnity from and against all losses and expenses incurred in the discharge of their respective duties.

17. **COMMON SEAL**

The Common Seal of Dalefield Hockey shall be held in the custody of the Secretary and shall be affixed only by resolution of the Committee and attested by two (2) Committee Members, and details of every use of the Common Seal shall be entered by the Secretary in a register kept for such purpose.

18. **COLOURS**

- 18.1. The predominate playing colours of teams representing Dalefield Hockey shall be black and gold.
- 18.2. The alternative playing colours of teams representing Dalefield Hockey shall be determined by the committee as required by the event.

19. **PECUNIARY GAIN**

19.1 **Prohibition of Personal Benefit**

- a. All income, benefit or advantage must be applied to the Purpose.
- b. No Member or Committee Member or any person associated with a Member or Committee Member shall participate in or materially influence any decision made by Dalefield Hockey in respect of the payment to or on behalf of that Member or Committee Member or associated person of any income, benefit or advantage whatsoever.
- c. Any payments made must be for goods or services that advance the Purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- d. The provision and effect of this clause must not be removed from this Constitution and must be included and implied into any document replacing the Constitution.
- e. For the avoidance of doubt, "Pecuniary gain" does not include the payment of salaries or the winning of trophies or prizes.

20. **CODE OF CONDUCT**

20.1 **Code of Conduct**

The Codes of Conduct of the Wairarapa Hockey Association and New Zealand Hockey Association shall apply to members of Dalefield Hockey.

21. **VIOLATION OF CONSTITUTION**

Any Member which is found to be in breach of this Constitution, Regulations, Bylaws or decision of the Committee may be subject to any sanctions deemed appropriate by an independent Dalefield Hockey Judicial Committee consistent with the Wairarapa Hockey Association Code of Conduct/Dispute Resolution Procedure.

22. **DISPUTES IN RELATION TO BYLAWS AND POLICIES**

22.1. **Committee to Rule**

The Committee will, subject to the provisions set out in this constitution, any Bylaws, policies or regulations, act as the decision-making body with respect to disputes involving points of law as it relates to Bylaws and policies.

22.2. **Wairarapa Hockey Association to Rule**

A further appeal may be made to the Wairarapa Hockey Association. An appeal to Wairarapa Hockey Association under this rule must be made within ten (10) working days of the Committee's decision being promulgated and shall be accompanied by a deposit, in such amount as may from time to time be stipulated by Wairarapa Hockey Association, to be forfeited should Wairarapa Hockey Association's Court of Appeal so decide. The Decision of that Court of Appeal shall be final.

23. DISPUTE RESOLUTION

- 23.1 The following provisions will apply to any disagreement between Members, Committee Members, and/or Dalefield Hockey that relates to an allegation that:
- a. a Member or a Committee Member has engaged in misconduct; or
 - b. a Member or a Committee Member or Dalefield Hockey has breached or is likely to breach, a duty under the Constitution or the Act; or
 - c. a Member's rights or interests as a Member have been damaged or Members' rights or interests generally have been damaged,
(each, a "**Dispute**").
- 23.2 A Member, Committee Member or Dalefield Hockey may make a complaint by giving written notice to the Committee that:
- f. states that the Member, Committee Member or Dalefield Hockey is starting a procedure for resolving a Dispute in accordance with this clause 23;
 - g. sets out the allegation, or allegations to which the Dispute relates and whom the allegation is against; and
 - h. sets out any other information reasonably required by the Committee,
(each, a "**Complaint**").
- 23.3 In the event of a Complaint arising under the provisions of this clause, the parties shall first attempt to resolve the Dispute through good faith negotiations.
- 23.4 If the Dispute cannot be resolved through good faith negotiations within fifteen (15) working days, the parties agree to submit the Dispute to mediation. The mediation shall be conducted by a mediator agreed upon by the parties, or if the parties cannot agree on a mediator, a mediator shall be appointed by Sport New Zealand. The costs of mediation shall be shared equally by the parties.
- 23.5 If the Dispute is not resolved by mediation within twenty (20) working days from the appointment of the mediator, the Dispute shall be referred to and finally resolved by the Sports Tribunal of New Zealand (STNZ).

24. WINDING UP OF CLUB

- 24.1 The affairs of Dalefield Hockey may be wound up upon a resolution of a majority of votes recorded at an Annual or Special General Meeting called for that purpose, provided that a second Special General Meeting is held at least thirty (30) days after the first meeting to pass a resolution by simple majority confirming the earlier decision to wind up Dalefield Hockey.
- 24.2 If upon the winding up or dissolution of Dalefield Hockey there remains after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid or distributed among the Members, but shall be given or transferred to some other not-for-profit organisation or organisations, as defined by section 5(3) of the Act, which has a similar Purpose to Dalefield Hockey, or to some other charitable organisation or purpose, within New Zealand.

25. TRANSITION

25.1 Transition of Committee Members of Dalefield Hockey

Every Committee Member who was a Committee Member immediately prior to the commencement of this Constitution will continue as a Committee Member under this Constitution.

25.2 **Transition of Members**

Subject to this Constitution, every Member which was a member of Dalefield Hockey and recorded on the Member Register immediately prior to the commencement of this Constitution, continues as a Member.

25.3 **Transition of Bylaws and Policies**

All bylaws, policies, regulations of Dalefield Hockey which were in force immediately prior to this Constitution or any previous Constitution coming into force continue in force, until such time as they are revoked by the Committee. If any of those bylaws, policies, regulations are inconsistent with this Constitution (whether in whole or in part), the Committee will determine the matter as it sees fit, to the extent of any such inconsistency.