

CENTRAL HOCKEY CLUB - CONSTITUTION -

(Amended 7 April 2016)

1. NAME

The organisation shall be called the **Central Hockey Club**, hereinafter referred to as the "**Club**", and shall be affiliated to and play in accordance with the Constitution, Bye-Laws and rulings of the Western Province Hockey Union and the South African Hockey Association.

2. INTRODUCTION AND INTERPRETATION

The **Central Hockey Club** was formed in 1993 when the following clubs, affiliated to the Western Province Men's Hockey Union, established in 1962, merged their interests:

ACACIA HOCKEY CLUB	Established 1992
BLACKBURN HOCKEY CLUB	Established 1972
MOCAMBO HOCKEY CLUB	Established 1962
QUEENS PARK RANGERS MEN'S HOCKEY CLUB	Established 1962
RIDGEVILLE HOCKEY CLUB	Established 1990
WESTRIDGE CAVALIERS HOCKEY CLUB	Established 1982

In the Constitution and Bye-Laws where the context so requires, words and expressions importing one gender shall include the other gender, save when referring to the previous Bodies.

Any decision made on the interpretation of the Constitution and Bye-Laws by the Executive shall be final.

3. OBJECTIVES

The objectives of the Club shall be:

- (a) To control, promote and develop Hockey at all levels under the auspices of the Western Province Hockey Union in terms of this constitution and in accordance with the statutes of the F.I.H.
- (b) To support and maintain the rules of the game of Hockey as adopted by The South African Hockey Association.
- (c) To adjudicate on points arising out of playing the game of Hockey.
- (d) To advance the interests of the game of Hockey in the Western Province generally, regardless of politics, race, religion, or gender.
- (e) To do all things that may be directly or indirectly conducive of these objectives.
- (f) To promote a Development Programme that will urgently address any imbalances that exists in facilities, coaching, umpiring and resources.
- (g) To co-operate with other hockey organisations with a view to improving the standard of the sport at all levels.

4. HEADQUARTERS

The Headquarters of the Club shall be based at Vygieskraal Complex in Athlone.

5. COLOURS

- (a) The playing colours of the Club (i.e. shirts, shorts, skirts, socks and tracksuits) shall be royal blue, black and white.
- (b) The colour of the official blazer of the Club shall be navy blue.
- (c) The official badge shall be royal blue and black against a white background and shall have the name "Central Hockey Club".
- (d) The tie of the Club shall have the same emblem as on the badge.
- (e) Colours (i.e. badge and tie) shall only be presented to players and officials who have served the Club for no less than two years since registering with the club.
- (f) Club colours may be awarded to honorary members once they have achieved such status. Such a person receives a Club badge with the words "PRO MERITO" appearing on the badge. All such nominations for Club colours must be submitted with a full motivation and Curriculum Vitae to the Central Hockey Club's Executive Committee for consideration.
- (g) The Club retains the right to withdraw any colours presented if in its opinion the Club has been brought into disrepute by an individual/s who has received such colours.

6. MEMBERSHIP

Membership shall be open to all persons who support the objectives of the Club on application and subject to acceptance at a Management, Executive, an Annual General and/or a Special General Meeting.

7. ORGANISATION

- (a) Council, as defined in Section 8, shall determine the policies of the Club and shall be responsible and accountable to the Members.
- (b) The policy of the Club shall be endorsed by the Members in General Meetings.
- (c) The policies of the Council shall be effected and implemented through the Executive, as defined in Section 9.

8. GENERAL COUNCIL

8.1 Council will consist of registered members of the club.

9. EXECUTIVE

(a) The Executive shall implement the policy of the Club as determined by General Council, which shall be applied to the administration of hockey subject to this Constitution and Bye-Laws.

(b) The Executive shall comprise the following persons and their duties are:

(i) **PRESIDENT**

(aa) to act as Chairperson in the following meetings:

- 1) Annual General Meeting
- 2) Special General Meeting
- 3) Executive Meeting
- 4) General Council Meeting

Note: Where the President is unavailable a chairperson must be nominated from the Executive Committee members present.

(ii) **VICE PRESIDENT (also known as Chairperson)**

(aa) Responsible for all communications, including all Media releases regarding official Central Hockey Club business and policies

(bb) to convene and manage any Special Projects committees agreed upon by the Executive

(cc) Transformation and Development oversight (external and

internal)

(dd) Develop and maintain Social Partnerships

(cc) to present an Annual Report to the Annual General Meeting.

(iii) **SECRETARY**

(aa) to deal with all correspondence addressed to the Club and to reply to such as instructed by the Executive.

(bb) to send out notices, reports, minutes and meeting agendas to the Executive and to Members of the Club.

(cc) to maintain a register of the names of all players, umpires and officials selected to represent the Club.

(dd) to maintain and update a register of all registered players.

(iv) **TREASURY**

to convene a Finance Sub-Committee whose task it will be to personally attend to or delegate responsibility:

(aa) to prepare annual long; medium and short term planning of the financial affairs of the Club. These planning documents to be presented to the Executive for approval.

(bb) to keep accurate records of the finances of the Club.

(cc) to present monthly financial reports to the Executive.

(dd) to prepare for and arrange an Annual Audit of the Club's finances each year.

(ee) to present an annual Financial Statement and Report to the Annual General Meeting.

- (ff) to prepare, and present to the Executive for approval, an annual budget.
- (gg) to act as the custodian of all the Club's property (e.g. trophies, banners, flags, playing kit etc.)
- (hh) to present a detailed inventory of the above to the Annual General Meeting.

(v) **LEAGUE SECRETARY**

- (aa) to liaise with the League Secretary of the Western Province Hockey Union and clubs with regard to fixtures.
- (bb) convey information to all teams.
- (cc) to submit Match Reports to the Western Province Hockey Union's League Secretary as required by the Union's League Regulations.
- (dd) may co-opt members to assist with these tasks.
- (ee) to present an annual report to the Annual General Meeting.

(vi) **FACILITIES CONVENOR**

- to convene a projects committee whose task it shall be:
- (aa) to formulate and pursue projects that will lead to an improvement of the facilities of the Club, be it in any of the facets involved in hockey.
- (bb) to actively participate in all Makro Multi-Sport Bodies that may be established to foster the interests of Sportspersons in the Central Zone.
- (cc) to present an annual report of its activities to the Annual General Meeting.

(vii) **MARKETING CONVENOR**

to convene a Marketing Sub-Committee whose task it shall be:

- (aa) to devise and implement plans to market the Club to potential sponsors.
- (bb) to liaise with and service the needs of all existing sponsors of the Club
- (cc) to liaise with the Honorary Treasurer in order to identify areas where there is a need to obtain sponsorship in order to alleviate the financial obligations of the Club.
- (dd) to present an annual report of its activities to the Annual General Meeting.

(viii) **YOUTH CONVENOR.**

To convene the Youth Sub-Committee whose task it shall be:

- (aa) to formulate plans for projects aimed at promoting participation in hockey in the Community.
 - (bb) to facilitate, through negotiation with interest groups, the access to venues for teams to play at.
 - (cc) to liaise with the various convenors of Sub-committees of the Club in order to facilitate the integration of and assistance to primary schools/high schools and youth organisations in the Central Zone.
 - (dd) to present an annual report to the Annual General Meeting.
- (c) In the election of the Executive in terms of 9(b) of the Constitution, it is desirable that no one gender fill more than 60% of the positions on the Executive
 - (d) Subject to the approval of the EXECUTIVE, the President shall have the right to co-opt any other person or persons to assist the EXECUTIVE in the execution of specific duties. Such person or persons shall be required to attend meetings of the EXECUTIVE for the business in question, but may only vote on those specific items.
 - (e) The Executive shall hold office from Annual General Meeting to Annual General Meeting and **serve a term of two years.**
 - (f) The Executive shall have the power to give rulings in any matters affecting the affairs of the Club, which are not specifically regulated by the Constitution or Bye-Laws. Such rulings shall be binding on all Members unless overruled by a General Meeting.
 - (g) The Executive shall have the power to frame Bye-Laws for the purpose of carrying out the provisions of the constitution. The Executive shall submit any such Bye-Laws to a Special General Meeting for adoption, with or without amendment. Such meeting to be called so as to immediately precede the following Council Meeting.
 - (h) The Executive shall meet once a month, at which each Executive Member shall have one vote with the President or the elected chairperson at that meeting having a casting vote as well.
 - (i) (i) The Executive shall fill vacancies where any of the office bearers in section 9 (b) cease to hold office during their elected term.

- (ii) Any appointments under (i) above shall be reported in writing by the Executive to the Members referred to in Section 6 within fourteen (14) days of such appointment.

10. MEETINGS

Minutes of all meetings must be kept safely and always be on hand for members to consult.

10.1 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Club shall take place **on the last Thursday in February of each year** at a venue to be determined by the Executive.
- (b) Notice of the Annual General Meeting as well as an Agenda shall be circulated by the Honorary Secretary to the Executive and to Members of the Club not later than **twenty-one days** prior to the date of the Meeting.
- (c) The Chairperson or President of the Club shall preside at all General Meetings.
- (d) The following agenda shall be followed at the Annual General Meeting:
 - (i) Notice of Meeting
 - (ii) Credentials
 - (iii) Apologies
 - (iv) Confirmation of the minutes of the previous Annual General and any Special General Meetings and matters arising therefrom.
 - (v) The President's report and Executive office bearers' reports as required in section 9(b), and matters arising therefrom.
 - (vi) Finance - the appointment of an Auditor for the ensuing year.
 - (vii) Approval and adoption of the draft or audited annual financial statements.
 - (viii) Election of office bearers (Executive Committee) as referred to in section 9(b) (i) to (viii).
 - (ix) Election of Honorary Life Presidents and Honorary Life Members.

10.2 SPECIAL GENERAL MEETINGS:

- (a) The Secretary, upon receiving a written request made by three registered members, or the Executive, shall convene a Special General Meeting. The agenda shall express the purpose of the meeting to be called, and no other business other than that which is specified shall be transacted at the Special General Meeting.
- (b) Notice of such meeting shall be given not later than fourteen days prior to the date of the meeting to all persons entitled to receive notice of such a meeting. The notice shall include an agenda of business to be conducted at the Special General Meeting.
- (c) Attendance at such meeting shall be the same as for an Annual General Meeting, with voting rights limited to Council members in good standing with the Club.

10.3 COUNCIL MEETINGS:

- (a) Council Meetings of the Club shall take place at least once a year or when substantive issues need to be dealt with.

- (b) The agenda for each Council Meeting shall be drawn up by the Executive. Should a Member wish to have any item included on the Agenda, such item should be submitted to the Hon. Secretary in writing at least 21 days prior to the scheduled date of the Council Meeting.
- (c) The Hon. Secretary shall circulate to Members and to the Executive copies of the Agenda for a Council Meeting at least 14 days prior to such meeting taking place.

10.4 EXECUTIVE MEETINGS:

Executive meetings shall be scheduled for the last Thursday of each month unless advised otherwise by the Secretary. Notification of the meeting shall be sent 7 days prior to the date of the meeting. A fixed agenda will be tabled which addresses each portfolio and relevant convenors are required to submit written reports to the Secretary 72 hours prior to the meeting.

10.5 MANAGEMENT MEETINGS (Manco)

Manco meetings shall take place as required, will not require formal official notification and shall be chaired by a nominated Executive member present. The agenda will be open, but matters that will impact on the club, significantly, will be referred to the Executive.

11. QUORUMS

- (a) For the Annual General Meeting, Special General Meetings and Council Meetings, a quorum shall consist of at least 10 of the active membership in attendance, if such quorum is not present within 30 minutes of the appointed time for the meeting, the meeting shall stand adjourned for one week from the appointed hour at the same venue and each Member, or Member of the Executive shall be notified thereof. At such adjourned meeting, the Members present shall constitute a quorum.
- (b) For Executive Meetings a quorum shall consist of fifty-percent of Executive Members in attendance, if such quorum is not present within 30 minutes of the appointed time for the meeting, the meeting shall stand adjourned for twenty-four hours from the appointed hour and each member shall be notified thereof. At such adjourned meeting, the members present shall constitute a quorum.
- (c) For Manco meetings, a quorum shall consist of three Executive members.

12. NOMINATION AND ELECTION OF OFFICERS

- (a) The following office bearers shall be nominated and elected every second year:
All Executive Members as defined in section 9(b).
- (b) The Executive shall be entitled to nominate persons for election as office bearers as set out in (a) above, including DC members (a chairperson of the DC and three other club members of which one will act as an alternative).
- (c) From the nominations submitted, members entitled to vote shall elect at the Annual General Meeting the office bearers referred to in paragraph (a) above.
- (d) The voting Members at the Annual General Meeting may elect Honorary Life Presidents Honorary Life Members.

13. FINANCE

- (a) The financial transactions of the Club shall be conducted by means of a banking account.
- (b) Each Member affiliated to the Club shall pay an annual fee to the Club as set out in the Bye-Laws.
- (c) The financial year of the Club shall be **1 January to 31 December each year.**
- (d) Immovable Property
The Club shall have the right to sell, purchase, exchange, let, hire, dispose of and otherwise deal with immovable property, such property to vest in the Club. The Club shall have the right, after being authorised thereto at a General Meeting, to borrow or raise money:
 - (i) By the issue of debentures, mortgage bonds, pledges or other securities founded or based upon all or any of its property, or
 - (ii) By acts of surety ship, promissory notes or other negotiable instruments.

14. AMENDMENTS TO THE CONSTITUTION

The constitution of the Club shall not be amended except at a Special General Meeting called for that purpose; and no amendment shall be made to the Constitution of the Club unless supported by not less than two-thirds of the total votes of those present and eligible to vote. Notice of intention to amend, rescind or add any articles or provision of the Constitution shall be given to the Secretary who shall within 14 (fourteen) days of receipt of such notice call the Meeting by Notice posted not less than 21 (twenty one) days prior to the date of the Meeting to those entitled to receive such notice in terms of Section 10.2.

15. MISCONDUCT AND DISCIPLINE

- (a) All Members of the Club shall at all times:
 - (i) Abide by the provisions of the Constitution and all Bye-Laws, rules and regulations framed and promulgated in terms hereof.
 - (ii) Conduct their own affairs in the best interests of the Club and the game.
 - (iii) Insofar as is applicable, procure and ensure that their respective members, officials and players comply with and abide by the Constitution, Bye-Laws, rules and regulations and conduct themselves appropriately with a view to maintaining the best interests of the Club and the game.
- (b) Without derogating from the generality of the foregoing provisions, the Club from time to time and always consistent with The South African Hockey Association, by which it is bound, may frame, adopt and promulgate its own Bye-Laws, rules and regulations for the purpose of maintaining the best interests of the Club. Such Bye-Laws may include the appointment of a Disciplinary Committee and its method of constitution and powers.
- (c) Any Member of the Club guilty of any breach of this Constitution or of the Bye-Laws framed here-under, shall be liable to discipline by the Disciplinary Committee. (Refer to Annexure 1 – Disciplinary Procedures)
- (d) At any disciplinary or appeal hearing, the Executive / Disciplinary Committee shall adopt such rules of procedure as are laid down in the Disciplinary Code or, in the absence thereof, such rules as it may deem to be appropriate.
- (e) In the event of it being found that:
 - (i) A Member is guilty of a breach of this Constitution or the Bye-Laws, rules and regulations framed hereunder, the Executive may at its discretion impose a monetary fine and/or suspension of voting rights, provided that no such fine shall exceed the annual affiliation and capitation fee payable by such Member for the year in which such Member is found guilty.
 - (ii) If a Member of the Club is guilty of any misconduct, the Executive / Disciplinary Committee may suspend such member or official from participation in the playing or administration of hockey for such period determined through the authority vested in this body
- (f) Every Member shall ensure the effectiveness of any disciplinary action imposed in terms of this section and preclude any such disciplined Member, player or official from participation in hockey during the period of suspension.
- (g) Every disciplinary meeting and / or appeal hearing held by the Executive shall be recorded and reported to the next General Meeting.

16. LIABILITY

- (a) Any actions instituted by or against the Club shall be taken in the name of the Club as such, and no Member of the Club shall be personally liable for any debts or obligations, irrespective of the manner incurred.
- (b) The Club shall not be liable for any loss or injury sustained by any member or official in the playing or administration of hockey.
- (c) No member of the Executive or officer or employee of the Club shall incur any personal liability for any act done on behalf of the Club in the discharge of his duty, unless such person shall be guilty of gross negligence or fraud.

17. NON-PROFIT ORGANISATION (NPO)

- (a) The Club shall be deemed to be a Non-Profit Organisation (NPO).
- (b) The Club's Executive Committee as referred to in section 9(b) (i) to (viii) will manage the NPO.
 - I. The NPO management committee will be made up of not less than 7 members, who may or may not be members or office-bearers of the Club.
 - II. It is desirable to have a qualified accountant as a member.
- (c) The NPO management committee may take on the power and authority that it believes it needs to be able to achieve the objectives of the NPO.
- (d) The provisions of Sections 10 & 11 of this document shall apply to the NPO meetings.
- (e) The NPO shall be able to own property and other possessions.
- (f) However, the NPO may not give any of its money or property to its committee members. The only time it can do this is when it pays for work that a committee member of the NPO has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- (g) The NPO may employ people to carry out work for the NPO.
- (h) Committee members of the NPO do not have rights over things that belong to the NPO or the Club.
- (i) Legal proceedings may be instituted by or against the NPO in the name of the NPO.
- (j) The NPO may continue to exist even when its committee membership changes and there are different committee members.

18. DISSOLUTION OF THE CLUB

- (a) The Club may be dissolved if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such a matter, are in favour of closing down.

(b) If upon dissolution of the Club there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its Members, but shall be given to such other organisation or organisations (preferably having similar objects) which is or are authorised to collect contributions in terms of the Fund-Raising Act 1978, as may be decided either by the Members at the General Meeting at which it was decided to dissolve the Club or, in default of such decision, by the Director of Fund-Raising.

SIGNED BY:

NAME: Jeff Cloete

CAPACITY: President

DATE: 7 April 2016