



University of Canberra Hockey Club (UCHC) Incorporated.

University of Canberra Hockey Club Constitution

Registration Number: A06336

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1. Name

- 1.1. The name of the association shall be “University of Canberra Hockey Club Incorporated” (the “Club”).
- 1.2. The playing colours of the club shall be predominantly pantone yellow with smaller amounts of navy blue and Chinese red.

2. Purposes

- 2.1. As a vital part of the Canberra community and Hockey ACT, the purposes of the Club are to:
 - (a) provide a professional and supportive internal administration;
 - (b) attract and develop junior players within our senior teams and support our junior affiliated club, Uni Juniors;
 - (c) provide an environment for maximising the performance levels of its teams, players, umpires, coaches and managers;
 - (d) interact beneficially with the local and hockey communities;
 - (e) promote its sponsors ‘products and services’;
 - (f) provide members with an extensive and diverse social activity calendar;
and
 - (g) promote and foster a safe, enjoyable and supportive environment for physical activity of members and other stakeholders

3. Definitions

- 3.1. In this Constitution unless the context otherwise requires:

“**Act**” means the Associations Incorporation Act 1991 (ACT) and includes the Association Incorporation Regulations 1991 (ACT);

“**ACT**” means the Australian Capital Territory;

“**Board**” means the board established under clause 14, which shall be the committee for the purposes of the Act;

“By-Laws” means by-laws, policies procedures and regulations created by the Board under clause 22;

“Club” means the University of Canberra Hockey Club Incorporated, which shall be the association for the purposes of the Act;

“Constitution” means this Constitution, which shall be the rules of the Club for the purposes of the Act;

“General Meeting” means either a special general meeting or the annual general meeting of the Club;

“Hockey ACT” means the State Sporting Organisation the club is affiliated with, Hockey ACT Inc.;

“Life Member” means a person admitted as a Life Member in accordance with clause 8;

“Office-Bearer” means a Director of the Board elected to a special position including President, Vice President, Secretary or Treasurer.

“Ordinary Director” means a member of the Board appointed in accordance with clause 14, who is not an Office-Bearer of the Club but may be assigned a specific role such as Events, Teams & Coaches, Sponsorship Director etc;

“Other Fees” means fees outlined in the University of Canberra Hockey Club Inc. Fee Policy;

“President” means the President of the Club appointed in accordance with clause 14;

“Public Officer” means an individual who has been appointed to exercise the functions of the public officer of the Club under the Act as set out in clause 13.3;

“Purposes” means the objects of the Club as set out at clause 2;

“Secretary” means the Secretary of the Club appointed in accordance with clause 14;

“Special Resolution” has the same meaning as in section 70 of the Act; and

“Treasurer” means the Treasurer of the club appointed in accordance with clause 14;

“Vice President” means the Vice President of the Club appointed in accordance with clause 14.

4. Interpretation

4.1. In this Constitution, unless the context otherwise requires:

- (a) a reference to a function includes a reference to a power, authority or duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include any other gender identification;
- (e) references to persons include corporations;
- (f) references to a person include the legal personal representatives, successors and permitted assignees of that person;
- (g) references to a clause or schedule refers to a clause or schedule in this Constitution;
- (h) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether the same or any legislative authority having jurisdiction);
- (i) an expression used in a particular Part or Division of the Act that is given by that Part or Division, a special meaning for the purposes of that Part or Division has in any clause of this Constitution that deals with a matter by that Part or Division the same meaning as in that Part or Division; and
- (j) all headings contained in this Constitution are for guidance and do not form part of the substance of the Constitution.

5. Powers

- 5.1. The Club has the power to do all things as are, or may appear to the Board to be, conducive or incidental to attaining the purposes of the Club.
- 5.2. For the avoidance of doubt, and without limitation, the Club has the power to obtain a liquor licence and any other accreditations and licences as are, or may appear to the Board to be, conducive or incidental to attaining the purposes of the Club.

6. Not for profit organisation

- 6.1. The club must not distribute any surplus, income or assets directly or indirectly to its members.
- 6.2. Clause 6.1 does not prevent the Club from paying a member:
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member
- 6.3. Payment must be provided in good faith on terms no more favourable than if the member was not a member.

7. Members of the Club

- 7.1. The Club must have at least 5 members.
- 7.2. Any person who supports the purposes of the Club and has not been previously expelled as per clause 27, is eligible for membership.
- 7.3. To apply to become a member of the club, a person must submit a written application stating that the person:
 - (a) wishes to become a member of the Club; and
 - (b) supports the purposes of the Club; and
 - (c) agrees to comply with this Constitution.
- 7.4. The Application:
 - (a) must be signed (physically or electronically) by the applicant; and

(b) may be accompanied by a fee as determined by clause 10.

7.5. A person becomes a member of the Club and, subject to clause 12.2, is entitled to exercise their rights of membership from the date the person pays the annual membership fee (clause 10) in full.

7.6. The rights and privileges of a member are not transferable and end when membership ceases as per clause 11.

8. Life Membership

8.1. A person may be elected as a new Life Member at a General Meeting by Special Resolution, provided that the application has met any requirements outlined in Appendix 1 and that the nomination has received majority support of the Board.

8.2. Life Membership of the Club allows general and voting rights of a member as set in clause 12.

8.3. Qualification and requirements for Life Membership are outlined in Appendix 1.

9. Club Legend Award

9.1. A person may be awarded as a new Club Legend at the end of season presentation night, provided that the application has met any requirements outlined in Appendix 2 and that the nomination has received majority support of the Board.

9.2. Club Legend Award of the Club does not provide any general and voting rights of a member.

9.3. Qualification and requirements for the Club Legend Award are outlined in Appendix 2.

10. Membership fees of the Club

10.1. The annual membership fee for a member shall be such amount as is decided by the Board from time to time.

10.2. The annual membership fee shall become payable by a date as is decided by the Board.

- 10.3. The annual membership fee may be included as a portion of Other Fees charged by the club from time to time.
- 10.4. Other Fees may be charged by the Club as per the University of Canberra Hockey Club Inc. Fee Policy.
- 10.5. The rights of a member (including the right to vote) who has not paid the annual membership fee by the due date, are suspended until the subscription is paid.

11. Cessation of membership of the Club

- 11.1. Membership of the Club ceases if:
 - (a) an individual member dies;
 - (b) a member who is a body corporate is wound up;
 - (c) a member resigns from membership of the Club;
 - (d) a member (including Life Member) is expelled from the Club in accordance with any By-Laws; or
 - (e) a member fails to renew membership of the Club by failing to pay the annual membership fee by the due date.
- 11.2. A member shall be deemed to have failed to renew its membership from the Club if it has failed to pay the annual membership fee within three months of the required time, provided that upon tender of all arrears then due the Board may at any time re-admit that member without application if in its discretion it is satisfied that it is in the interests of the Club.
- 11.3. All resignations from membership of the Club are to be made in writing to the Public Officer.
- 11.4. The resignation of a member shall not entitle the member to a refund of the whole or any portion of the annual membership fee or any other moneys as may have been paid by the member under this Constitution.

12. Rights and obligations of members of the Club

- 12.1. A member of the Club who is entitled to vote has the right:

- (a) to receive notice of General Meetings and of proposed Special Resolutions in the manner and time prescribed by the Constitution; and
- (b) to submit items of business for consideration at a General Meeting; and
- (c) to attend and be heard at General Meetings; and
- (d) to vote once per resolution at a General Meeting; and
- (e) to have access to the minutes of General Meetings and other documents of the Club as provided under clause 31.

12.2. A member is entitled to vote if:

- (a) they have been determined as a member of the Club as per clause 7; and
- (b) more than 10 business days have passed since they became a member of the Club; and
- (c) have not had membership rights (including Life Membership rights) suspended for any reason.

13. Management of the Club

13.1. The Board, subject to the Act, this Constitution and to any resolution passed by the Club in General Meeting:

- (a) controls and manages the affairs of the Club; and
- (b) may exercise all functions that may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in General Meeting; and
- (c) has power to perform all acts and do all things that appear to the Board to be necessary or desirable for the proper management of the affairs of the Club.

13.2. The Board, in addition to the powers in this Constitution, shall have power:

- (a) to co-opt, or invite to participate in its deliberations, but without a vote, for such period as it deems fit, any person or persons whose assistance it considers of advantage to the Club;

- (b) to create such other offices or positions as it deems necessary, and to elect or appoint such persons as it sees fit to specific offices or positions;
- (c) to determine any question of interpretation of this Constitution or By-Laws made under it.

13.3. Unless the Board makes another appointment, the President shall be the Public Officer as required by the Act.

14. Composition and of Board and conduct of meetings

14.1. The Board will comprise of:

- (a) the office-bearers of the Club; and
- (b) up to four Ordinary Directors.

14.2. The office-bearers of the Club are:

- (a) the President; and
- (b) the Vice-President; and
- (c) the Treasurer; and
- (d) the Secretary.

14.3. The Board may at its discretion adopt a By-Law setting a gender quota for representation on the Board. The composition of the Board must comply with any By-Laws setting a quota which have been adopted by the Board.

14.4. Each member of the Board holds office, subject to these rules, until the conclusion of the end of season presentation night in the calendar year following the date of the member's election.

- (a) For the avoidance of doubt, this shall be no later than November 1 of the year following the date of the member's election.

14.5. The President and Vice President are elected as per clause 21 at the annual general meeting.

- 14.6. The President or Vice President may resign from their position by notice in writing to the Board.
- 14.7. The President or Vice President may be removed from their position by resolution of the Board passed by all other Directors on Board.
- 14.8. The President or Vice President shall be deemed to have vacated their position if he or she ceases to be a Director.
- 14.9. The Secretary of the Club must, as soon as practicable after being appointed as secretary, notify the Club of their address.
- 14.10. The Secretary must keep minutes of:
- (a) all elections and appointments of office-bearers and Ordinary Directors; and
 - (b) the names of members of the Board present at a Board meeting or a General Meeting; and
 - (c) all proceedings at Board meetings and General Meetings.
- 14.11. The Treasurer of the Club must:
- (a) collect and receive all amounts owing to the Club and make all payments authorised by the Club; and
 - (b) keep correct accounts and books showing the financial affairs of the Club with the full details of all receipts and expenditure connected with the activities of the Club.
- 14.12. If a casual vacancy shall occur in the membership of the Board, the remaining Directors shall have power at any time to fill such casual vacancy. A Director appointed to fill a vacancy holds office for the remainder of the term of the Director whose position they replace.
- 14.13. All Directors shall be eligible for re-election or re-appointment.
- 14.14. The chairperson at all Board meetings will be the President. In the President's absence the Vice President will be the chairperson of the Board meeting. In the absence of the President and Vice President then the present Directors will appoint one of their number to be the chairperson of the Board meeting.

- 14.15. All decisions of the Board may be passed by a simple majority of those present and voting. In the event of an equality of votes on any decision, the chairperson at a Board meeting may exercise a deliberative and a casting vote on any such decision.
- 14.16. Five Directors shall be a quorum for meetings of the Board.
- 14.17. No business may be transacted by the Board unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned and must be resumed within 7 days.
- 14.18. The Board shall meet at such times and places as it shall determine but, in any event, at least 5 times in each calendar year.

15. Resignation or dismissal of Directors

- 15.1. A Director may be dismissed by a resolution of the members in General Meeting subject to Section 50 of the Act.
- 15.2. A Director may resign from the Board by providing notice of the resignation to the President.
- 15.3. A Director shall be deemed to have resigned their office if the Director:
- (a) is or is found to be ineligible to hold office under Section 63 of the Act;
 - (b) is convicted of a criminal offence incurring a penalty of \$1,000 or more or a term of imprisonment;
 - (c) has been adjudged bankrupt or insolvent or has made an assignment for the benefit of their creditors;
 - (d) suffers from mental or physical incapacity or is incapable of managing their own affairs;
 - (e) is guilty of scandalous or contemptuous behaviour; or
 - (f) is absent from three consecutive Board meetings without the leave of the Board.

16. Annual general meeting of the Club

- 16.1. The Club shall in each financial year, hold an annual general meeting.
- 16.2. The annual general meeting shall be held on such day as the Board determines but shall not be held later than five months after the end of the financial year.
- 16.3. An annual general meeting must be specified as such in the notice calling it in accordance with clause 18.
- 16.4. The ordinary business of the annual general meeting shall be to:
 - (a) confirm the minutes of the last preceding annual general meeting;
 - (b) confirm the minutes of any special general meeting held since the last preceding annual general meeting;
 - (c) receive reports from the Board on the affairs of the Club during the last preceding financial year, as required by the Act;
 - (d) elect the Directors of the Board;
 - (e) conduct any other elections as required; and
 - (f) receive and statement of accounts and reports as required by the Act.

17. Special general meetings of the Club

- 17.1. All General Meetings other than the annual general meeting shall be special general meetings.
- 17.2. The President shall convene a special general meeting if requested to by:
 - (a) the Board;
 - (b) on the requisition in writing of not less than 10% of the total number of members; or
 - (c) pursuant to clause 28 (Right of appeal of disciplined member).
- 17.3. All requests for a special general meeting shall be made in writing and include:
 - (a) statement of purpose and business to be considered at the meeting; and

- (b) must be signed by the members making the request; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the request.
- 17.4. The President shall convene a special general meeting within 28 days of receiving a request under clause 17.2.
- 17.5. If the Board fails to call a General Meeting within 28 days after the date when a requisition of members for the meeting is lodged with the Secretary, any 1 or more of the members who made the request may call a General Meeting to be held not later than 3 months after that date.
- 17.6. A General Meeting called by a member or members mentioned in clause 17.5 must be called as nearly as is practicable in the same way as General Meetings are called by the Board and any member who thereby incurs expense is entitled to be reimbursed by the Club for any reasonable expense so incurred.

18. Convening of General Meetings

- 18.1. The President shall, at least 21 days before the date fixed for a General Meeting, notify in writing all members of the date, time and location of the meeting and the nature of the business to be conducted at the meeting including any Special Resolution.
- 18.2. The annual general meeting shall be specified as such in the notice convening it.
- 18.3. No new members shall be admitted by the Club from the time notice of a General Meeting is given until the conclusion of the General Meeting.
- 18.4. Any member wishing to move a motion at a General Meeting shall lodge a copy of the motion signed by both the member lodging and the member who will second the motion, with the Secretary not less than 14 days prior to the date of the General Meeting.

- 18.5. The chairperson at all General Meetings shall be the President or, in the absence of the President, then the Vice President. If the President and Vice President are not present, the members present at the General Meeting shall elect a chairperson for that meeting only.
- 18.6. The chairperson at a General Meeting may, with the consent of the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment was approved.
- 18.7. Where a meeting is adjourned, notice of the date, time and venue of the adjourned meeting shall be given to members as soon as practicable.

19. Quorums at General Meetings

- 19.1. No business shall be transacted at any General Meeting unless a quorum is present within half an hour of the time for which the meeting was called.
- 19.2. A quorum for General Meetings shall be not less than 15% of those members entitled to vote on any motion at the General Meeting as determined by clause 20.
- 19.3. If within half an hour after the time appointed for a General Meeting a quorum is not present then the meeting:
- (a) if convened on the request of the members, shall be dissolved; or
 - (b) in any other case shall be adjourned and the chairperson of the meeting shall reconvene the meeting for a date, time and place within 21 days of the adjourned meeting.
- 19.4. If at an adjourned General Meeting a quorum is not present within half an hour after the time appointed for commencement of the meeting, the members present shall constitute a quorum.

20. Voting at General Meetings of the Club

- 20.1. All votes on a motion at a General Meeting shall be determined by a simple majority except those matters requiring a Special Resolution.

- 20.2. Subject to clause 20.6 on any question arising at a General Meeting of the Club a member has one vote only.
- 20.3. Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 20.4. The notice appointing the proxy must be in the form set out in Appendix 3.
- 20.5. All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 20.6. If the votes of a motion at a General Meeting are equal, the person presiding is entitled to exercise a second or casting vote.

21. Elections

- 21.1. A nomination for election as an Officer-Bearer shall be in writing, signed by another member of the Club and accompanied with written consent of the nominee and lodged with the President not less than 7 days prior to the annual general meeting.
- 21.2. Office-Bearers shall be directly elected to each position including President, Vice-President, Secretary and Treasurer.
- 21.3. A nomination for election as an Ordinary Director shall be in writing, signed by another member of the Club and accompanied with written consent of the nominee and lodged with the President not less than 7 days prior to the annual general meeting.
- 21.4. A candidate for vacant office of a Director shall be deemed not to have nominated for election for any position if they subsequently withdraw their nomination.
- 21.5. The election of the Directors shall take place at the annual general meeting and shall be by a ballot in accordance with the voting procedures set out in this clause 20. The chairperson of that meeting shall appoint scrutineers to supervise the taking of the ballot.

- 21.6. Each member entitled to vote will, for each vote that they have, vote by choosing each preferred candidate up to the number of vacant offices, not the number of candidates. Each choice of candidate has equal weighting and the number of candidates chosen by a member voting must match the number of vacant offices.
- 21.7. The nominees who receive the highest number of votes will be elected to the number of vacant positions.
- 21.8. If two or more candidates for a vacant elected office of Director receive an equal number of votes in favour of their election to an office, the successful candidate will be determined by the drawing of lots and the chairperson will declare that candidate elected as a Director.
- 21.9. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 21.10. If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- 21.11. If following the election of candidates in accordance with clause 21.8 there are vacant positions remaining, the positions are deemed to be casual vacancies and may be filled by the remaining directors.

22. By-Laws

- 22.1. The Board may (by itself or by delegation to a committee under clause 23) formulate, approve, issue, adopt, interpret, amend and repeal such by-laws, policies, procedures and regulations (collectively, "By-Laws") for the proper advancement, management and administration of the Club and the advancement of the Purposes as it thinks necessary or desirable.
- 22.2. Such By-Laws must be consistent with this Constitution and the Act and to the extent of any inconsistency the Constitution and the Act shall prevail.
- 22.3. All By-Laws made under this clause 22, are binding on the Club and its members.
- 22.4. By-Laws must be published on the Club's website.

22.5. Any By-Laws may be set aside or amended by a resolution passed at a General Meeting.

23. Committees of the Club

23.1. The Board may from time to time set up committees to manage any of the activities of the Club.

23.2. The Board may from time to time create one or more committees to consider and report to the Board on any matter referred to it by the Board.

24. Financial year

24.1. The financial year of the Club shall commence on the 1st day of February each calendar year and end on the 31st day of January the following calendar year.

25. Financial administration

25.1. The funds of the Club shall be derived from the annual membership fee and other sources determined by the Board.

25.2. The Board will cause the accounts of the Club to be audited as required by and in compliance with the Act.

25.3. The Board will set policies for the effective management of and control over the Club's finances.

25.4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the President and Treasurer.

26. Seal of the Club

26.1. The common seal of the Club will be kept in the custody of the Secretary.

26.2. The common seal must not be attached to any instrument except by the authority of the Board and the attaching of the common seal must be attested by the signatures either of 2 members of the Board or of 1 member of the Board and of the secretary.

27. Disciplining of members

27.1. If the Board is of the opinion that a member:

- (a) has failed to comply with this Constitution; or
- (b) has acted in a manner prejudicial to the interests of the Club;

then the Board may, by ordinary resolution:

- i expel the member from the Club; or
- ii suspend the member from the rights and privileges of membership of the Club as the Board may decide for a specified period.

27.2. If the Board passes a resolution under clause 27.1, the President must, within 7 days wherever practicable, serve a written notice on the member:

- (a) setting out the resolution of the Board and the grounds on which it is based; and
- (b) stating that the member may address the Board at a meeting held not earlier than 14 days and not later than 28 days after service of the notice; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
 - i attend and speak at that meeting; and
 - ii submit to the Board at or before the date of that meeting written representations relating to the resolution.

27.3. A resolution of the Board under clause 27.1 is of no effect unless the Board, at the meeting contemplated by clause 27.2(b), confirms the resolution.

27.4. At the meeting of the Board contemplated by clause 27.2(b) the Board must:

- (a) give the relevant member an opportunity, if present, to make oral representations; and

- (b) give due consideration to any oral or written representations submitted to the Board by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or revoke the resolution of the Board previously made.
- 27.5. If the Board confirms a resolution at the meeting contemplated by clause 27.2(b), the President must, within 7 days of that confirmation wherever practicable, by written notice inform the member of that confirmation and of the member's right of appeal under clause 28.
- 27.6. A resolution confirmed by the Board under clause 27.4 does not take effect:
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises any right of appeal, unless and until the Club confirms the resolution in accordance with clause 28.
- 27.7. The Board may, in the By-Laws, delegate its power under this clause 27 to a disciplinary committee or panel, in which case all references to the Board in this clause shall be regarded as a reference to the committee or panel to whom the relevant power has been delegated.

28. Right of appeal of disciplined member

- 28.1. A member may appeal to the Club in a General Meeting against a resolution of the Board which is confirmed under clause 27.4, within 7 days after notice of the resolution is served on the member, by lodging with the President a notice to that effect.
- 28.2. Upon receipt of a notice under clause 28.1, the President shall notify the Board, which shall convene a General Meeting of the Club to be held as soon as possible after the date on which the President received the notice.
- 28.3. Subject to section 50 of the Act, at a General Meeting of the Club convened under clause 28.2:
- (a) no business other than the question of the appeal shall be transacted;

- (b) the Board and the member appealing the decision shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
- (c) the members present shall vote by secret ballot on the question of whether the resolution made under clause 27, should be confirmed or revoked.

28.4. If the meeting passes a motion against the Board's resolution made under clause 27, then that resolution is set aside.

29. Members' liability

29.1. The liability of a member to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club.

30. Alteration to the Constitution

30.1. This Constitution may be varied by Special Resolution at a General Meeting.

31. Custody and inspection of books and documents

31.1. The records, books and other documents of the Club shall:

- (a) remain in the custody of the President; and
- (b) be open to inspection, free of charge, by a member of the Club.

32. Winding up

32.1. The Club may be wound up, deregistered or dissolved in line with the provisions of the Act.

32.2. If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any surplus assets or property, the same must not be paid to or distributed amongst the members but must be paid to, or distributed to, an organisation or organisations, whether incorporated or unincorporated, having objects similar to the Purposes and which prohibit the distribution of its or their income and property amongst its

or their members to an extent at least as great as is imposed on the Club in this Constitution.

- 32.3. The organisation referred to in clause 32.2 is to be determined by the members at or before the time of winding up, and if no such determination is made, by such judge of the Supreme Court of the Australian Capital Territory as may have or acquire jurisdiction for the matter.

Appendix 1

Qualification for Life Membership

Life Membership is bestowed upon an individual who has given consistent and exceptional service to the Club.

Criteria

An individual can be nominated on the following basis:

- The individual's contribution to the club has been exceptional and beyond what would normally be expected from any individual or Club Legend.
- At least 10 years' service to the Club
- Ongoing, consistent and exceptional contribution to the Club and the game of hockey
- Outstanding contribution in multiple roles including as a player, umpire, coach and administrator.

These are not minimum requirements, not every individual who meets the examples should be awarded Life Membership.

Requirements for Life Membership

1. Nominations must be provided to the Secretary at least 14 days prior to the annual General meeting as per clause 18.4 of the Constitution.
2. The Board will consider all nominations prior to the annual general meeting. Only nominations endorsed by the Board will be referred to the annual general meeting as a Special Resolution.
3. Nominations for Life Members should consider the individuals contribution to the club and any details of exemplary service.
4. Nominations must be proposed and seconded by members as defined by clause 12.2 of the Constitution.
5. The Board will only consider the nomination based on the information provided.
6. Membership fees for Life members are determined as per the Club's Fee Policy.
7. A maximum of one Life Membership can be given each year. There is no requirement for Life Membership to be elected each and every calendar year.

Appendix 2

Qualification for Club Legend Award

The Club Legend Award recognises an individual who has given consistent and significant service to the Club.

Criteria

An individual can be nominated on the following basis:

- The individual's contribution embodies the culture of the club including, but not limited to their ability, integrity, sportsmanship, and character.
- Individuals may be considered if they have;
 - Accumulated an outstanding number of games for the club,
 - Umpired for the club for an outstanding number of years,
 - Coached club teams for an outstanding number of years,
 - Represented the club at National or International level,
 - Been on the Board or an administrator of the club for an outstanding number of years.
- The number of games played, coached, umpired, or represented or the years' service shall only be part of the consideration and shall not be conclusive for the Club Legend Award.
- The individual must be active in the current winter season to receive a nomination.
- The board may, in exceptional circumstances, determine that a person affiliated with the club that does not strictly meet the criteria above is still eligible for nomination.

Requirements for Club Legend Award

1. Nominations must be provided to the Secretary at least 14 days prior to the annual General meeting as per clause 18.4 of the Constitution.
2. The Board will consider all nominations prior to the annual general meeting. Nominees endorsed by the Board will be awarded the Club Legend Award.
3. Nominations for Club Legend Award should consider the individuals contribution to the club and any details of exemplary service.
4. Nominations must be proposed and seconded by members as defined by clause 12.2 of the Constitution.
5. The Board will only consider the nomination based on the information provided.
6. A maximum of two Club Legend Awards can be given each year. There is no requirement for two Club Legend Awards to be awarded each and every calendar year.

Appendix 3

Form of appointment of proxy

I,

.....
(full name)

of

.....
(address)

a member of

.....
(name of incorporated association)

appoint

.....
(full name of proxy)

of

.....
(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

.....
And at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....
(Signature of member appointing proxy)

(*To be inserted if desired.)

Date

Note A proxy vote may not be given to a person who is not a member of the association.