



**UNIVERSITY OF CANBERRA  
HOCKEY CLUB**

UC Life  
PO Box 5001  
BRUCE ACT 2617  
ABN: 13 825 065 284  
WWW: <http://www.uchockey.com.au>

**UNIVERSITY OF CANBERRA HOCKEY CLUB BY-LAWS**

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## **Background**

Under the University of Canberra Hockey Club Constitution, club's may develop their own written policies to address guidelines specific to the club not covered in the constitution. As per rule 3.3.2 "before policies are adopted by the club, they must be officially voted in at an SGM or AGM in accordance with Clause 12.11 or 13.3."

The purpose of these By-Laws is to set out the governing requirements regarding the membership of University of Canberra Hockey Club and of its appointed committees.

This document should be read in conjunction with the University of Canberra Hockey Club Constitution.

## **1. Membership**

Membership to the club is open to any person who agrees and acts within the Club's Code of Behaviour and agrees with the objectives and rules of the club. The Club recognises the following classes of membership:

- **UC student** membership is available to all students of the University of Canberra.
- **Non-UC Student** membership is available for anyone who does not qualify for a UC Student membership, this membership category may include various categories i.e. Junior, Goalkeeper, Representative Player.
- **Life** membership may be bestowed upon members of the Club by:
  - The Board calling for nominations from members of the Club. Nominations must be proposed and seconded by financial members. Nominations should consider:
    - At least 10 years' service to the Club
    - Attitude and contribution to the Club and the game of hockey
  - The Board will then decide to support the nomination, if supported it will be referred to the Annual General Meeting.
  - Life membership shall be bestowed by a two-thirds majority of those present and voting at the Annual General Meeting.
  - Life members are entitled to a discounted membership fee.
  - A maximum of one Life Membership can be given each year.

## **2. Board of Management**

The Club shall be run by a Board of Management which is:

- Made up of at least seven (7) members elected by the members at the Annual General Meeting.
- The Board shall have vested in it all powers necessary for the full functioning and management of the Club.
- The Board shall be made up of the President, Vice President and five other board members all elected at the Annual General Meeting.
- The Board of Management shall at its first meeting, elect the following directors from the Board to fill the following positions:
  - Events/Communication Director, Secretary, Sponsorship/Fundraising Director, Teams and Coaching Director, Treasurer

### **2.1 Term of Office**

The Board of Management, Coordinators of the Club and any committee members of the Club shall:

- Hold office from the Presentation Night following the Annual General Meeting at which they were elected through to the following year's Presentation Night.
- If in any year, a Presentation Night is not held then the Board and Office Bearers shall be deemed to hold office from the Annual General Meeting.
- A Board Member shall vacate their position if they:
  - Cease to be a member of the club.
  - Are absent without reason from any two consecutive Board of Management meetings.
  - Tender their resignation to the Board of Management and the Board of Management accept the resignation.
  - Are dismissed from office by a majority decision of members voting at a General Meeting of the Club.
  - Are found guilty of any serious breaches of the UCHC or Hockey ACT Code of Conduct.
  - Are unable to fulfil their role for any reason.

## **2.2 Powers of the Board**

The Board has power to:

- Conduct the affairs of the Club.
- Do such things as it thinks fit for carrying out the objectives of the club.
- Interpret any questions arising out of the Constitution and/or By-Laws.
- Determine and amend these By-Laws consistent with the intention of the Constitution and any policy determined by a General Meeting of the Club.
- Decide upon any contingencies not provided for in the Constitution.
- Authorise negotiations with other organisations for gaining sponsorship for the Club.
- Declare a member in financial default for not paying outstanding moneys as determined by the UCHC Fee Policy.
- Charge an admission fee to any Club function.
- Determine playing and membership fees as appropriate for each team and/or category of members.
- Delegate to committees any of its power other than this power of delegation
- The Board may act by majority resolution of its members and will continue to act regardless of any vacancy in its membership.

## **2.3 Positions of the Board**

### **President**

The President, in addition to their duties under these rules shall:

- Be the spokesperson of the Club on matter of concern to the Club
- Be responsible to the University of Canberra for the financial management of the Club.
- Preside at all General Meetings and Board Meetings of the Club at which they are present and conduct the meetings per these By-Laws.
- Convene or instruct the Secretary to convene all General Meetings and Board Meetings of the Club.
- Supervise or coordinate the implementation of the Club's policies as determined by the Club in general meeting and Board decisions.
- Promote and action the objects of the club.
- Ensure that other Board Members carry out their required duties.
- Maintain liaison with University of Canberra, Hockey ACT and any other associations as required.
- Present a report of the proceeding years' activities for presentation at the AGM.

## **Vice President**

The Vice President, in addition to their duties under these rules shall:

- Assist the President in supervising and coordinating the implementation of the Club's policies especially in regards to members participating in competitions.
- Advise the Board on matters of concern to the Club's membership participating in competitions.
- At the direction of the Board, carry out duties of the President if the President is not present or unable to act.
- Attend Hockey ACT Senior Competition meetings or arrange for another Board Member to attend.
- Liaise with Hockey ACT to promote the interests of the Club in consistency with the Club's policies.

## **Events/Communication Director**

The Events/Communication, in addition to their duties under these rules shall:

- Coordinate the regular publication of the Club newsletter.
- Publicise Club activities and publish any information in the Club communication channels as directed by the Board.
- Develop and promote the social calendar for the Club.
- Coordinate and plan a minimum four social events throughout the season including Bar Rally, Trivia Night, Presentation Night.
- Convene and chair the Social Committee.
- When required, provide a report to the Board on the activities of the Social Committee.
- Work closely with the Teams and Coaching Director to collate nominations for awards and organise the trophies for presentation night.

## **Secretary**

The Secretary, in addition to their duties under these rules shall:

- Record the minutes of the proceedings of all general and Board meetings and keep these minutes in a secure location.
- Keep a record of on-going policies as determined by the Club in general meeting and the Board decisions.
- Keep the papers and documents of the Club.
- Record and promptly deal with all correspondence.
- Give all necessary notices of Board and General meetings.
- Forward to the Hockey ACT and the Sport at UC all names of office bearers elected by the Club.
- Compile the Board's annual report for submission to the Annual General Meeting.

## **Sponsorship/Fundraising Director**

The Sponsorship/Fundraising Director, in addition to their duties under these rules shall:

- Coordinate the publication of the Club's Year Book.
- Coordinate and prepare sponsorship submissions.
- Organise regular fundraising opportunities for the club.
- Work closely with the Treasurer to maintain fundraising targets for the year.
- Present reports to the Board when so required.

## **Teams and Coaching Director**

The Teams and Coaching Director, in addition to their duties under these rules shall:

- Coordinate and manage grading trials at the beginning of each season.
- Liaise with and advise coaches of their role and functions.
- Communicate with Hockey ACT to ensure the registration of teams and players in the appropriate competitions.
- Coordinate and effect bookings for training venues and times through Hockey ACT.
- Coordinate the selection of coaches for teams in the Club.
- Coordinate the selection committee for the grading process.
- Provide reports to the Board on selections of teams and coaching staff.
- Work closely with the Events/Communication Director to collate nominations for awards and organise the trophies for Presentation Night.

## **Treasurer**

The Treasurer, in addition to their duties under these rules shall:

- Prepare the Club's budget for the year to be presented to and ratified by the Board.
- Prepare and maintain financial plans and fundraising targets for the year.
- Prepare fee listings and ensure players fees are paid by the due dates.
- Prepare financial reports in a way for the Board to understand the financial position of the Club.
- Reconcile any payments paid into the club's bank account.
- Present to each General Meeting of the Club a reconciled financial statement.
- Present any necessary documents and books to the Auditor for the annual audited report.

## **3. Coordinators of the Club**

Officers of the club shall be appointed or elected at the Annual General Meeting and assist the Board in specific functions of the Club.

### **Equipment Coordinator**

The Equipment Coordinator, in addition to their duties under these rules shall:

- Ensure that all Club property is maintained.
- Maintain an inventory of all property and keep a detailed list of the condition and location of such property.
- Distribute match balls and training equipment to coaches, team managers and goalkeepers.
- Collect all Club property at the end of each playing season and store it in a secure place.
- Recommend to the Teams & Coaching Committee when property needs to be replaced or newly purchased.
- Perform an equipment stock take before the end of each playing season.

### **Finance Coordinator**

The Finance Coordinator, in addition to their duties under these rules shall:

- Assist the Treasurer to manage the finances of the Club.
- Issue a receipt for all moneys paid to the Club.

- Be responsible for the collection of moneys on behalf of the Club.
- Maintain a file containing copies of requisitions, orders, petty cash vouchers and other essential documents.

### **First Year Members (Male/Female)**

First year members shall:

- Be elected in their first season with the Club.
- Assist all Board members in the running of the Club.
- Attend Board meetings where possible to understand how the club is run.

### **Indoor Coordinator**

The Indoor Coordinator, in addition to their duties under these rules shall:

- Coordinate the nominations of teams entered into indoor competitions over the summer period.
- Liaise with the Teams and Coaching Director and/or Selection Committee to ensure teams are selected in an appropriate way.
- Liaise with the Treasurer to ensure members are financial and invoices are paid on time.

### **Records Coordinator**

The Records Coordinator, in addition to their duties under these rules shall:

- In consultation with team coaches/managers, the Finance Director and Teams and Coaching Director maintain a list of current members.
- Maintain a database of member's details for identifying and communicating with members.
- When requested by the Finance Director or the Board, provide a membership report on all or selected details of the members.
- Provide timely reports to The Board on membership.
- Keep archive records of the Club.
- Keep relevant and historical data on Club events and activities, including newspaper reports, year books, photos and minutes.
- Keep a record of all award and trophy winners for the season and all previous seasons.

### **Social Coordinator**

The Social Coordinator, in addition to their duties under these rules shall:

- Assist the Events/Communication Director to run social events throughout the season.
- Develop and promote the social calendar for the Club.
- Coordinate social functions for the Club.

### **Summer Coordinator**

The Summer Coordinator, in addition to their duties under these rules shall:

- Coordinate the nominations of teams entered into social competitions over the summer period.
- Liaise with the Teams and Coaching Director and/or Selection Committee to ensure teams are selected in an appropriate way.
- Liaise with the Treasurer to ensure members are financial and invoices are paid on time.

## **UC Coordinator**

The UC Coordinator, in addition to their duties under these rules shall:

- Be a current UC student.
- Coordinate UC Market Day stalls and other recruitment opportunities.
- Assist Sport at UC in organising University Games teams.
- Assist the Board on the strategic direction of recruitment of players in the Club.

## **Umpiring Coordinator**

The Umpiring Coordinator, in addition to their duties under these rules shall:

- Coordinate umpiring appointments for Club umpires.
- Liaise with the Treasurer to authorise and arrange for the payment of umpires on their completion of their umpiring duties.
- Coordinate the nomination of Club umpires to Hockey ACT.
- Coordinate the dissemination of relevant information to umpires, particularly in regards to updates of rules and interpretations.
- Coordinate development opportunities to club umpires.
- Provide the Records Coordinator with information on umpires in the Club.
- Present reports to the Board when so required.

## **4. Meetings**

### **4.1. Annual General Meeting**

An Annual General Meeting (AGM) shall be convened no later than the thirtieth of September and no earlier than the first of August each year for the purpose of:

- Receiving an audited financial report from the Board and statement of accounts for the preceding year.
- Receiving reports from President and Board of Management.
- Electing the Board members and office bearers for the following year.
- Transacting any business, notice of which shall have duly been submitted to the Secretary.

## **Board of Management Elections**

The Annual General Meeting shall elect the following Board of Management Positions:

- President
- Vice President
- Five Board Directors

## **Coordinators of the Club Elections**

The Annual General Meeting shall elect the following Coordinators of the Club:

- Equipment Coordinator
- Finance Coordinator
- First Year Members Male/Female
- Indoor Coordinator
- Records Coordinator
- Social Coordinator

- Summer Coordinator
- UC Coordinator
- Umpiring Coordinator

## **Nominations of Office Bearers**

Nominations for the election of office bearers can be received:

- By the Chairperson from the members present at the meeting.
- In writing by the Secretary prior to or during the meeting.
- Nomination must be proposed and seconded by members other than the nominee and provided that the member nominated accepts the nomination.
- If the number of nominations does not exceed the number of positions to be filled, the returning officer shall declare the persons nominated to be elected.

## **Voting Procedure**

Voting at elections shall be:

- By eligible members present at the meeting.
- By secret ballot.
- Counted by the Returning Officer.

## **Returning Officer**

The Chairperson shall, when an election is required, appoint a Returning Office from persons present at the meeting who are not nominees, proposers or seconders in the election. The Returning Officer shall:

- Refrain from voting in any election that they participate in as Returning Officer.
- Not disclose in what manner any voter has voted.
- In the event of an election count all the votes and declare the nominee with the highest number of votes elected. In the event of an equal number of votes for the leading nominees the Chairperson shall have a casting vote.

If a vote is required for the position of:

- President or Vice-President, the voter shall write the name of their preferred nominee on a piece of paper.
- The five Board positions the voter shall write on their piece of paper the five names of their preferred nominees.
- For coordinator positions the voter shall write the name of their preferred nominee on a piece of paper.

## **Vacancies**

Vacancies within the Board of Management between Annual General Meetings shall be filled:

- By a By-Election at a General Meeting.
- If the vacancy occurs after the start of the field hockey season, by recruitment of a member by the Board of Management.
- Members elected or recruited in this manner shall hold office for the remaining period of the member they are replacing.



## **Rights of the Chairperson**

The chairperson of the meeting may:

- Instruct all members to remain silent and shall be heard without interruption.
- Direct any member to leave the meeting or to remain silent until specifically called upon to speak.
- Terminate the discussion if two members in succession have, in the opinion of the Chairperson, spoken on one side of an amendment or motion and no member wishes to speak against it.
- In the event of a tied vote on any question or motion the Chairperson shall have casting vote.
- Vacate the Chair to participate in the debate on any subject or motion.
- Prior to vacating the Chair the Chairperson may nominate their successor subject to the approval of the meeting. If the meeting doesn't approve, the successor shall be elected by the meeting.
- Close the meeting and such closure shall not be subject to dissent.

## **4.2. Board Meetings**

Board meetings shall be:

- Scheduled at least once every month during the playing season and at other times as the Board deems necessary.
- Chaired by the President, or in their absence the Vice-President shall chair the meeting. In the absence of the President and Vice-President the meeting shall elect a chairperson from the members present.
- A quorum of four Board members must be present for the meeting to go ahead. Where there is a quorum, the meeting shall commence promptly at the time set out in the notice of the meeting.

## **5. Club Awards**

Club Awards should be given out at the end of season Presentation Night.

The Board shall call for nominations from the team coaches for each of the following awards, except Club Person of the Year, the Board will then form a committee to decide on the winner of the award.

### **Club Person of the Year**

- The Club Person of the Year Award is voted on by the members of the club each year, the person with the highest number of votes is the recipient of the award. It is the clubs most prestigious award and acknowledges someone who has given great service and made significant contributions to the club in that year.
- Voting for Club Person of the Year occurs towards the end of the season and in a way that all members can vote.

### **Rookie of the Year (Men's/Women's)**

- Awarded to a member in their first season with the club, it considers their on and off field attitude and performance. It may consider the member attending social events, umpiring, coaching and club spirit.
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### **Goalkeeper of the Year (Men's/Women's)**

- Awarded to a goalkeeper, it may consider a goalkeeper's defensive record, attitude, improvement and club spirit.

### **Club Most Improved (Men's/Women's)**

- Awarded to a returning member of the club who has vastly improved from previous seasons.

### **Shooting Star (Men's/Women's)**

- Awarded to the player that has scored the most goals throughout the season in their respective competition including midweek.

### **Presidents Cup (Men's/Women's)**

- Best player in the finals series as voted on by the President and/or Board.

### **Ironman/Ironwoman (Most Games in a Season)**

- Awarded to the player that has played the most games in a season in their respective competition including Midweek.

### **Coach of the Year**

- Awarded to a coach in recognition of their exceptional service to their team and the club. It may consider the teams on field performance and the coach's ability to create a positive team and club culture.

### **Umpire of the Year**

- Awarded to an umpire in recognition of their exceptional service to the club. It may consider their umpiring ability, willingness to help umpire for the club and contribution to the development of other umpires.

### **Team Awards**

- Each team may award up to two awards to players throughout the season. One of these must be a Players Player which is voted on by players after every season game.

## **6. Assets, Property and Income**

The assets, property and income of the Club shall be vested in the Board and shall be:

- Solely applied to the promotion of the objectives of the Club.
- Maintained in the name and on behalf of the Club an account or accounts at such bank(s) or financial institution(s) as the Board determines and shall pay all moneys received by them on behalf of the Club.
- Held in an account of the Club with two signatories of the President, Vice President, Treasurer or Finance Coordinator.
- Disposed of when required with any funds remaining to be invested into the Club.

## **7. Dissolution**

The Club may be dissolved only:

- By a two thirds majority resolution of members at a General Meeting of the Club.
- Notice of such meetings shall be given to all members at least fourteen days prior to the date of the General Meeting and shall include a notice of the motion to dissolve the Club.

If, on winding up or dissolution of the Club, there remain after the satisfaction of all its debts and liabilities any moneys or properties whatsoever, the same shall not be paid or distributed among members of the Club, but shall be paid to or transferred to such other organisation within the University as may be determined by the Union Board of Management.