

MUNICIPAL HOCKEY CLUB
CONSTITUTION AND BY-LAWS

ORIGINAL CONSTITUTED NOVEMBER 1990

UPDATED MARCH 2014

1. NAME

The club shall be called the Municipal Hockey Club and shall be known as Munies Hockey Club.

2. COLOURS

The colours of the Club shall be Red & Black as registered with the KZN Coastal Hockey Association.

3. AFFILIATION

The Club shall be affiliated to KZN Coastal Hockey Association and the South African Hockey Association.

4. OBJECTIVES

The objectives of the Club shall be: -

- a) To organise the game of hockey, improve the standard of play among members, conduct tournaments and competitions, and generally promote the interests of the game on an amateur basis.
- b) To ensure that the game is played in accordance with the laws of the game as adopted by the South African Hockey Association.
- c) To organise social activities and promote sportsmanship and good fellowship among the members.
- d) To provide such other amenities and engage in such other activities as the Committee may consider desirable.
- e) To acquire by way of purchase, donation, exchange, lease, or in any other manner, any property, moveable or immoveable, and to alienate any such property.
- f) To borrow or raise money upon such terms and conditions as may be determined.
- g) To allow other persons, clubs or associates to use the Club's grounds and/or Club House for which purposes and upon such terms and conditions as may be determined by the committee.
- h) To raise money from members or other persons for maintenance and running of the club.

- i) To do such other acts, matters of things as are incidental or conducive to the attainment of the above objects.
- j) To conform to the objects and requirements of the Sports Association and meet any financial and other obligations arising there from.

5. MEMBERSHIP

The number of Members shall not exceed such number as the Committee may from time to time determine.

The Committee will consider new applications. The decision of acceptance or denial of membership by the Committee shall be final without appeal and without any obligation to disclose reasons for such decisions.

No person who is or has been a member of any other Hockey Club shall be elected as an ordinary member until he has produced a **Clearance Certificate** from such other Club.

HONORARY MEMBERS

Honorary Membership may be conferred by the Club at any Annual General Meeting on any person recommended by the Committee provided that notice of such recommendation shall be contained in the notice convening the meeting. Any honorary member shall enjoy all the privileges of the Club, and shall not be liable to pay any subscription but shall have no voting powers.

LIFE MEMBERS

Life Membership for meritorious service rendered to the Club may be conferred by the Club at any Annual General Meeting on any ordinary member who has been recommended by the Committee, provided that notice of such recommendation shall have been contained in the notice convening the meeting. A Life Member shall enjoy all the privileges of the Club, but shall not be liable to pay any subscriptions.

6. ENTRANCE FEE AND SUBSCRIPTIONS

Ordinary members shall pay a subscription per annum as decided by the Committee. The Committee reserve the right to change the subscription and the payment terms from time to time but such changes will be communicated to members in advance.

7. DEFAULTERS

No ordinary member whose subscriptions is two months in arrear shall be entitled to vote at any meeting of the Club or of the Committee.

Any member whose subscription is more than two months in arrears and who fails to make payment after having received on month's written notice from the Secretary or Treasurer requiring such payment, shall at the discretion of the General Committee cease to be able to play for any club team.

8. RESIGNATION

Any member wishing to resign from the Club shall be entitled to do so by a notice in writing to the Secretary to that effect, but he shall remain liable for payment of the subscription for the year during which he tenders his resignation.

9. DISCIPLINE

The committee shall have power to expel, suspend for such period as may be determined, or otherwise deal with any member who is guilty of violating the Constitution and Rules of the Club, or whose conduct may in the opinion of such Committee be considered to be offensive or unsportsmanlike, provided that such member shall have the right to appear before such Committee to explain his conduct.

Such member shall have the right to appeal against the decision of the Committee to a General Meeting of the Club especially convened to consider such appeal, provided that written such member shall have given notice of appeal to the Secretary within 14 days of receipt of the decision of such Committee. The Secretary shall convene such General Meeting within 14 days of receipt by them of such notice of appeal.

10. GENERAL MEETING

The Annual General Meeting of the Club shall be held not later than the 15th day of April in the following year.

The purpose of the Meeting shall be: -

- a) To read the notice convening the meeting.
- b) To read and confirm, with or without amendment, the Minutes of the last Annual General Meeting, and of any Special General Meeting held since the last Annual General Meeting.
- c) To receive and consider the Annual Report for the past year.
- d) To receive and consider the Balance Sheet and Income and Expenditure Account for the past year.
- e) To elect:
 - i. Honorary Members in terms of Article 5.
 - ii. Life Members in terms of Article 5.
- f) To elect the following Officers:
 - i. Chairman
 - ii. Vice Chairman
 - iii. Secretary
 - iv. Treasurer

v. Club Captain

vi. Communication and Entertainment

To transact any other business brought forward by the Committee or of which notice has been given to the Secretary prior to the General Meeting.

To transact any business of a general nature.

1. NOMINATIONS

At least 14 days prior to the date fixed for the Annual General Meeting, the Secretary shall by either post or circulate via electronic means the calling for nominations for the Committee.

Such nominations shall be signed by the respective proposers and seconder's, and the respective nominees shall signify their acceptance or otherwise of such nominations.

All nominations shall close seven (7) days prior to the date fixed for such meeting.

If there are more nominations than vacancies to be filled, an election by ballot shall be held at such meeting, but if insufficient nominations have been received for any particular office, the members duly nominated shall be deemed to have been elected and nominations for the remaining vacancies shall be received and balloted for at such meeting.

2. SPECIAL GENERAL MEETING

A Special General Meeting of the Club may be convened by the Committee at any time, but shall also be convened by the Secretary within 10 days of receipt by the secretary of a requisition clearly specifying the business to be transacted and signed by not less than 15 members of the Club, and if not so convened by the requisitioners within 14 days thereafter.

3. NOTICE OF GENERAL MEETING

A Notice convening an Annual or Special General Meeting, and specifying the business to be transacted thereat, shall be sent to each member at his registered or last known electronic mail address at least 14 days prior to the date of the Meeting. The non-receipt by a member of such meeting shall not invalidate the Meeting.

4. QUORUM AT GENERAL MEETINGS

Fifteen members entitled to vote shall form a quorum at an Annual or Special General Meeting.

5. CHAIRMAN AT THE GENERAL MEETING

The Chairman, or in his absence Vice-Chairman, or in the absence of both, any other member elected by the meeting for the purpose, shall preside at every Annual or Special General Meeting, and he shall remain in the chair until the conclusion of the meeting. In the case of equality of votes, the Chairman shall have a casting as well as a deliberative vote.

6. SUB COMMITTEE

The General Committee may appoint such other sub-committees as it deems necessary for proper management of the affairs of the Club.

7. POWERS OF GENERAL COMMITTEE

The Committee shall have full power to manage the affairs of the Club in accordance with the provisions of this Constitution, and the decisions of Annual and Special General Meetings from time to time, with- and without prejudice to the generality of the foregoing, shall have the following special powers: -

- a. To make such by-laws consistent with this Constitution and the Rules of the South African Hockey Association, as it deems necessary for the proper management of the affairs of the Club, or to rescind, or in any way, alter such By-laws.
- b. To fill any vacancy occurring in the General or Sub-Committee by the appointment of a member to fill such vacancy, the member so appointed to hold office until the next succeeding General Meeting.
- c. To insure the buildings and property of the Club and of the members against risk of loss or destruction by fire or burglary, and to take out such insurance as it may think desirable or necessary.
- d. To engage and dismiss employees and to fix their remunerations.

8. MEETINGS OF THE COMMITTEE

Meetings of the Committee shall be held quarterly, but a Special Meeting may be convened by the Chairman at any time, but shall also be convened by the Secretary within 7 days of receipt by him of a requisition clearly specifying the business to be transacted.

9. QUORUM

50% of members of the committee to vote shall form a quorum.

10. NOTICE OF MEETING

Three days notice of meeting shall be given to all members of the Committee but the non-receipt by a member of such notice shall not invalidate the meeting.

11. EMERGENCY MEETING

The Executive Officers of the Club constitute an Emergency Committee to deal with all matters of urgency and their decision shall be binding until the next Meeting of the Committee. Three Officers are required to form a quorum.

12. CHAIRMAN

The Chairman, or in his absence the Vice-Chairman, or in the absence of both, any other member elected by the Meeting for the purpose, shall preside at every meeting of the General Meeting.

In the case of an equality of votes, the Chairman shall have a casting as well as a deliberative vote.

Any member of the Committee absenting himself without leave from three consecutive monthly meeting of the Committee shall, at the discretion of the Committee, forfeit his seat, and the vacancy so occurring may be filled by the Committee at any subsequent meeting.

13. SECRETARY

The Secretary shall keep minutes of every General Meeting of the Club and of every meeting of the General Committee.

The minutes of each General Meeting shall be submitted to the next Annual General Meeting of the Club for confirmation, and the minutes of each meeting of such Committee shall be submitted to the next ordinary meeting of the Committee for confirmation.

The Secretary shall also deal, as instructed by the General Committee, with all correspondence and the like, and send out notices of all meetings.

14. TREASURER

The Treasurer shall keep such books of accounts as may be necessary to show the true and correct financial position of the Club, and shall each year prepare and submit to the Annual General Meeting of the Club an Income and Expenditure Account and Balance Sheet for the past year duly examined by the appointed examiners.

The Treasurer shall also submit to each ordinary meeting of the General Committee a monthly figure statement, collect all fees and subscriptions, and pay such accounts as may be authorised by the General Committee.

15. PROPERTY OF THE CLUB

The property of the Club shall vest in the Committee in trust for the members of the Club.

All documents which may require to be signed by and on behalf of the Club, except those thereafter specially referred to, shall be signed by the Chairman, or, in his absence, the Vice-Chairman, and the Secretary, duly authorised by a resolution of the Committee, or by legal representation employed by the Committee.

The buildings and property of the Club, and any equipment, shall be insured against risk of loss or destruction by fire or burglary for such amount as the General Committee may decide. The Committee shall not be responsible for any loss or damage to the property of the Club, by reason of theft, dishonesty, destruction by fire or otherwise, but shall nevertheless use its best endeavours to safeguard and preserve the property of the Club entrusted to it.

16. FINANCE

The financial year of the Club shall commence on 1st October in each year and terminate on the 30th September in the next succeeding year.

All monies received by the Club shall be deposited in a Bank or Building Society, selected by the General Committee, in the name of the Club.

All cheques and withdrawal forms shall be signed by any two of the following: Chairman, Vice-Chairman and Treasurer, provided that, should two or more of such officials not be available, the General Committee may authorise any other official or officials to sign, and that cheques may be endorsed for depositing purposes only by the Secretary.

In the case of electronic banking, the General Committee shall authorise the Treasurer to enter into a business relationship with a Bank or Building Society, as directed by the General Committee.

17. RULES AND PROCEDURE

The following rules and procedure shall apply to all General and Committee Meetings, namely:

- a. The business of the meeting shall be dealt with in accordance with the Agenda unless the meeting otherwise decides.
- b. The mover of a motion shall have the right to reply after all other members, who so desire, have spoken thereon.
- c. No member shall speak for longer than 10 minutes upon any one subject unless the meeting otherwise decides.
- d. The Chairman shall decide all points of order and procedure.
- e. Any member who speaks or acts in a manner which in the opinion of the Chairman, is either disrespectful to him or to any other member, or is in any other way objectionable, may be called upon by the Chairman to give a satisfactory explanation of his words or conduct and/or withdraw such words or explain such conduct, as well as to make any apology therefore.
- f. Any member who fails or refuses to comply with, or commits a breach of any of the rules, or any ruling or order by the Chairman, or who in other manner disturbs the good order and discipline of the meeting, may be required by the Chairman to leave the meeting.
- g. In the case of great disorder arising, the Chairman may adjourn the meeting without question put.
- h. No member shall speak while another member is addressing the meeting, except to draw the attention of the Chairman to any infringement of these rules.
- i. Any member shall have the right to challenge any ruling given by the Chairman and such ruling shall then be considered and voted upon by the meeting.

18. COMPLAINTS AND SUGGESTIONS

Complaints and suggestions from members must be made in writing and forwarded to the Secretary for consideration by the General Committee.

19. INTERPRETATION

The decision of the General Committee as to the interpretation of this Constitution or of any Rule made hereunder shall be final and binding on all members in General Meeting. The General Committee shall have the power to decide any question not specifically provided for in the Constitution.

20. ALTERATION OF CONSTITUTION

This Constitution or any article thereof may be validly altered, amended or suspended only by a resolution carried, after due motion, by a majority of two-thirds of those present and entitled to vote at an Annual or Special General Meeting of the Club. No repeal, amplification or alteration of any of the foregoing rules shall be made except at the Annual General Meeting or at a Special General Meeting called for the purpose. Written notice of any repeal, amplification or alteration shall be lodged with the Secretary not later than twenty one (21) days before the date of the Annual General Meeting or Special General Meeting.