

Rules

1. Name of Club

1.1 The name of the club is Dunedin Underwater Hockey Club Incorporated.

2. Registered Office

2.1 The registered office of the club shall be the private address of the Secretary appointed, or at such other address as shall from time to time be fixed by the committee.

3. Objectives of the Club

3.1 To establish a social and recreational club.

3.2 To maintain the promoting, sponsoring, using, supervising and directing of all activities in connection with the amateur sport of underwater hockey and associated underwater activities in and around Dunedin.

3.3 To aid, abet and assist in the enforcement of the conservation laws of New Zealand.

3.4 To preserve and protect in every manner the marine life in and about the waters of New Zealand.

3.5 To sponsor and preserve fellowship and clean living among the members herein and to promote outings, contests and related activities in furtherance of good sportsmanship and fellowship among members of the club.

3.6 To promote and have the power and facilities to deal with property, executing any necessary instruments in this behalf. To have all rights, privileges, powers and immunities incident to an organization of this character organized and existing under and by virtue of the laws of New Zealand.

4. Membership

4.1 Application for membership of the club is open to any person interested in underwater hockey and underwater activities who is over the age of 12 years and will abide by the rules and laws of the club.

4.2 The membership of the club shall consist of the following classes:

- Full Members,
- Associate Members,
- Honorary Members,
- Life Members.

4.3 Full Members shall be entitled to all rights and privileges.

4.4.1 Associate Membership shall be granted to the spouse or partner of a Full Member of the Club upon the request of that member.

4.4.2 Associate Members are entitled to social privileges only.

4.4.3 Full Membership privileges may be extended to Associate Members at the discretion of the Committee.

4.4.4 The subscription for Associate Membership shall be determined at the Annual General Meeting of the Club.

4.5.1 Honorary Membership may be granted to a person who has performed some extraordinary service for the Club.

4.5.2 Nominations for such membership should be submitted to the Committee.

4.5.3 Nominations approved by the Committee must be affirmed by a majority vote of the members present at the Annual General Meeting.

4.5.4 Honorary Membership shall entail no fee and entitles the member to social privileges only.

4.6.1 Life Membership may be granted to a person who has given long, loyal and meritorious service to the Club. A Life Membership carries with it the highest honour the Club can bestow.

4.6.2 Nominations for such membership should be submitted to the Committee.

4.6.3 Nominations approved by the Committee must be affirmed by a **two-thirds** majority vote of the members present at the Annual General Meeting.

4.6.4 A Life Membership shall entail no fee and entitles the member to the same rights and privileges as a full member.

5. Proposal of Candidate as Member

5.1 Every candidate for membership shall be proposed by one member and seconded by another.

5.2 Every such proposal shall be in writing in the form prescribed from time to time by the Committee and shall contain the information prescribed

5.3 Every application for membership shall be signed by the proposer, the seconder and the candidate.

5.4.1 All nominations for membership shall be handed to the Secretary/Treasurer who will forthwith enter the name I a book to be called "The Candidate's Book".

5.4.2 The Candidate's Book shall be open to inspection at all reasonable times to members of the Club.

6. Election of Members

6.1 Every proposal for membership shall be submitted to the Committee at the meeting next following the expiration of one week from the date of its entry in the Candidate's Book.

6.2 At such meeting the Committee shall proceed to the election or rejection of the candidate.

6.3 A candidate shall be elected by a majority of three-fourths of the members present and voting.

6.4 The voting shall be by ballot if so desired by any member of the Committee.

7. Notice of Election

7.1 The Secretary/Treasurer shall send to each newly elected member immediately upon their election written notice thereof.

7.2 The notice shall include a copy of these rules.

7.3 Upon payment of the appropriate subscription the candidate shall become a member.

8. Subscriptions

8.1 The annual of members shall be payable to the Treasurer on the first day of April each year for the ensuing 12 months.

8.2 The subscription shall be such sums as may, from time to time, be fixed by the club in general meeting.

8.3 Any member who shall pay their subscription to the Club within one calendar month of the due date in each year shall be entitled to a rebate of the amount payable as may, from time to time, be fixed by the club in general meeting.

8.4 A member who shall pay their subscription within one calendar month of being notified of their election shall be entitled to a rebate of the subscription of a sum equal to a quarter of the subscription for each complete period of 3 calendar months which shall have elapsed from the preceding first day of April until their election as a member.

9. Arrears of Subscriptions

9.1 If any member shall fail to pay their subscription by the 30th day of June in any year they shall be deemed *unfinancial*.

9.2 Any member who is unfinancial for 3 months may be declared by the Committee to have forfeited their subscription.

9.3 The resignation of a member under this rule shall not be accepted nor shall such a member be allowed to retire from the Club until they have paid their subscription and any arrears of subscription and has given due notice in writing to the Secretary/Treasurer of their intention to resign.

10. Retirement of Members

10.1 A member shall cease to be a member of the Club:

- a. On their resignation in writing to the Secretary/Treasurer.
- b. On their death.
- c. On their expulsion.
- d. By failing to pay their subscription and on the Committee declaring that they have forfeited their membership (see Rule 9).

11. Suspension and Expulsion

11.1 If any member shall be charged with conduct that in the opinion of the Committee renders it desirable that they should cease to be a member of the Club whether by breach by them of these rules or otherwise they shall be invited to attend a meeting of the Committee at which an enquiry into such charges shall be held.

11.2 The member shall be allowed to offer any explanation either orally or in writing.

11.3 If after enquiry the Committee find the charge can be sustained the member charged may be:

1. cautioned,
2. suspended,
3. required to resign their membership of the club or,
4. expelled

as the Committee thinks appropriate.

11.4 None of these outcomes releases the member from any antecedent liability to the Club.

12. Officers and Management

12.1.1 The Committee of the Club shall comprise the following officers:

1. President,
2. Immediate Past President,
3. Vice-President,
4. Secretary,
5. Treasurer,
6. Club Captain.

12.1.2 The Club Captain may hold the dual position of Committee member if so elected.

12.1.3 A Club member may hold the dual position of Secretary and Treasurer if so elected.

12.2 Only financial members shall be eligible to hold office herein.

12.3 More than 50% of the elected officers shall form a quorum at a Committee meeting.

12.4 The Committee shall have the power to fill any vacancy occurring in its membership during the year.

12.5 Any member of the Committee absenting themselves from 3 consecutive meetings without furnishing the Secretary/Treasurer with a satisfactory explanation shall, at the option of the Committee, be deemed to have vacated their office.

12.6.1 The President shall be ex officio chairperson of the Club and of the Committee.

12.6.2 In the President's absence from a meeting any member may be elected Chairperson.

12.7 Meetings of the Committee may be convened by more than 50% of the members of the Committee.

12.8 The chairperson shall have the casting as well as a deliberative vote.

13. The Committee

13.1 The Committee shall have the entire control, management and disposal of the property, funds, assets, affairs, concerns and business of the Club and may exercise all such powers of the Club as are not by these rules or by the Incorporated Societies Act 1908 required to be exercised by the Club in general meeting.

13.2 The Committee's power shall include (by way of example and not by way of limitation):

1. The power to enter into such contracts as the Committee deems advisable.
2. The power to raise money by means of issuing any debenture or debentures or by the giving of any mortgage or any other charge over any property of the Club whether real or personal or by way of overdraft with any bank or by the raising of any loan, and any such money or monies so raised from time to time may be repayable together with the interest at such rates and generally

- upon other such terms and conditions including the furnishing of security as the Committee shall think fit and to acquire by purchase or otherwise any real or personal property or other valuable rights and to pay the same either in cash or by arrangements for payments of cash secured or unsecured, including deferred payment and hire purchase agreements, and the taking of transfers or other assignments, and the giving back of legal or equitable mortgages or other charges to secure the repayment of unpaid purchase monies and either with or without interest.
3. The income and property of the Club howsoever and whatsoever derived shall be applied solely toward the promotion of the objectives of the Club.

14. Annual General Meetings

- 14.1 An annual general meeting shall be held on some day in April each year to be determined by the Committee.
- 14.2 The business of such meetings shall be:
 1. The election of officers.
 2. The election of committee members.
 3. The election of auditors.
 4. The passing of the accounts.
 5. Any other business of which notice has been given in writing shall have been given to the Secretary/Treasurer 14 days preceding such meetings.

15. Extraordinary General Meetings

- 15.1 The Chairperson of the Committee may at any time and shall on the requisition in writing of any eight financial members stating the business for which it is required convene and extraordinary general meeting for any specific purpose.

16. Notice of General Meeting

- 16.1 The Secretary/Treasurer shall at least seven days before any general meeting send to every member at their last known address a notice of such meetings stating the time when and the place where it will be held and the business that will be brought before it.
- 16.2 No business other than business of the formal nature shall be brought forward at any meeting unless full notice thereof shall have been duly given as herein provided.

17. Procedure at General Meetings

- 17.1 At all general meetings the chair shall be taken by the chairperson of the Club or in their absence by such person as the meeting shall elect.
- 17.2 Every question (unless otherwise provided in these rules) shall be decided by a majority vote.
- 17.3 Subject as otherwise provided by these rules every member shall have one vote.
- 17.4 In the case of equality of votes the chairperson shall have a second or casting vote.

17.5 The quorum at a general meeting shall be ten (10) members present in person.

18. Voting

18.1 Excepting as otherwise provided for in these rules every member of the Club shall be entitled to vote at any meeting of the Club.

18.2 This provision shall not be deemed to confer the right to vote upon members whose subscription is deemed in arrears in accordance with section 9.

19. Chairperson's Declaration Decisive

19.1 At any meeting (unless a poll is demanded by ten (10) members) a declaration by the chairperson that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

20. Regulations for a Poll

20.1 If a poll is demanded by any ten (10) members it shall be taken in such a manner and at such time and place and either immediately or after an adjournment not exceeding seven (7) days as the chairperson of the meeting directs.

20.2 The result of the poll as declared by the chairperson shall be deemed to be the resolution of the meeting at which the poll is demanded.

21. Election of Officers

21.1 The election of officers and members of the Committee shall be by secret ballot.

21.2 The consent of absent candidates for election shall be obtained in writing before nomination and shall be in the hands of the Secretary prior to the Annual General Meeting.

21.3 All members of the Committee shall continue in office until their successor has been appointed.

21.4 Retiring members shall be eligible for re-election.

21.5 Nominations shall be called for and if the number of nominations exceeds the required number it shall be decided by secret ballot which will be opened by the returning officer and two (2) scrutineers who shall be appointed by the Annual General Meeting.

21.6 The returning officer shall deliver the results to the President who shall read out the result to the meeting.

21.7 The retiring officers shall remain in office for the duration of the Annual General Meeting.

21.8 Any vacancy in the Officers or in the members of the Committee occurring during the year shall be filled by the Committee. Persons appointed to fill a vacancy shall hold office for the unexpired balance of the term of the person whose place they fill.

22. The Secretary

22.1 The Secretary shall perform such duties as are required of them by the Rules, Regulations and By-Laws of the Club.

22.2 The Secretary shall perform other such duties in relation to the Club which the Committee may require of them.

22.3 The Secretary shall (inter alia) conduct the correspondence of the Club.

22.4 The Secretary shall have custody of the Common Seal.

22.5 The Secretary shall have custody of Deeds and other documents belonging to the Club.

22.6 The Secretary shall keep full and correct minutes of all Committee meetings and General meetings. These minutes to be produced at all meetings of the Club or of the Committee.

22.7 The Secretary shall keep a list of members and their addresses and shall notify them of all General meetings.

22.8 The Club may, if it thinks it expedient at the Annual General Meeting, elect an Assistant Secretary who shall thereupon become a Full Member of the Committee.

23. Treasurer

23.1 The Treasurer shall receive all monies payable to the Club and shall issue an official receipt therefor.

23.2 The Treasurer shall open a bank account in the name of the Club into which they shall deposit all monies received by them for the Club.

23.3 All operations upon the Club's bank account shall be signed by the Treasurer and one (1) nominated member of the Committee or as the Committee may from time to time authorize.

23.4 The Treasurer shall at the time of the Annual General Meeting prepare a Statement of Assets and Liabilities of the Club as at the last day of the preceding July together with an account for the Income and Expenditure for the twelve (12) months ending on such date.

23.5 Both the Statement of Assets and Liabilities of the Club and the account for the Income and Expenditure to be audited prior to the presentation by a person elected at the Annual General Meeting.

24. Club Accounts

24.1 The Committee shall cause to be prepared, audited and printed every year a statement of receipts and expenditure and a balance sheet made up on the 31st day of March which shall be submitted to the Club at the next Annual General Meeting.

24.2 A copy of the documents in 24.1 shall be sent to every Club member together with a notice to convene such meetings.

25. By-Laws

25.1 The Committee may from time to time make, alter and repeal by-laws regulating:

1. The use of the Club's property.
2. The admission of persons thereto.
3. The charges for use of the Club's equipment.
4. The admission of members to the Club.
5. Generally the good conduct of the affairs of the Club.

25.2 Such by-laws shall (provided they are not inconsistent with the rules of the Club for the time being) be binding on all members and be construed as part of the rules of the Club.

26. Care of Club Property

26.1 No member shall remove any property of the Club excepting under by-laws made by the Committee.

26.2 Members shall pay the full cost of replacing any Club property destroyed, damaged or lost by them.

27. Care of member's Property

27.1 The Club shall exercise reasonable care and supervision but shall not be responsible for the property of members left in any of the Club property or otherwise howsoever.

28. Seal

28.1 The Club shall have a common seal which shall be kept in the custody of the Secretary/Treasurer.

28.2 The seal may be affixed to any document upon the resolution of the Committee entered in its minutes and its due application shall be attested by any two (2) members of the Committee and the chairperson or the Secretary/Treasurer.

29. Indemnity of Officers

29.1 All officers of the Club shall be indemnified by the Club from all losses and expenses incurred by them in or about the discharge of their respective duties except as happen through their own willful act or default.

29.2 No officer of the Club shall be liable for any other officer or for joining in any other receipt or other act for the sake of conformity or for any loss or expense happening to the Club unless the same shall happen through their own willful act or default.

30. Amendment of Rules

30.1 These rules may be altered, repealed or added to or new rules may be made by resolution at the Annual General Meeting or at an extraordinary general meeting duly summoned for the purpose and giving full notice of the proposal to amend such rules.

30.2 Such resolution be carried by a **two-thirds** majority of the members.

31. Disposition of Property in Event of Winding-Up

31.1 If upon winding-up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other club having objectives similar to the Objectives of this Club to be determined by the members of the Club at or before the time of winding-up or dissolution.

31.2 If there be no such club then to the New Zealand Underwater Association Incorporated.

31.3 If the New Zealand Underwater Association Incorporated no longer exists then to a charitable organization.

32. Interpretation

32.1 In the interpretation of these rules the following terms shall have the meaning hereinafter assigned to them unless there is something in the context repugnant thereto.

1. "Club" means Dunedin Underwater Hockey Club Incorporated.
2. "Chairperson, Secretary/Treasurer, Committee Members" shall respectively mean the persons who shall have been duly elected or appointed to the offices appertaining thereto and who shall be holding said offices respectively for the time being during the year.
3. "Committee" shall mean the committee of the club for the said year defined in Rule 12.
4. The heading and marginal notes are added for the sole purpose of more convenient reference and not for the purpose of the construction of the clause thereof.
5. Reference to the singular includes the plural and vice versa.
6. The decision of the Committee on the interpretation of the foregoing rules or any other matter not contained herein but pertaining to the Club and its interests shall be conclusive and binding on all members unless such decision is revoked by the Club in general meeting.